2013

FES

Faculty Evaluation System

AZUSA PACIFIC UNIVERSITY

ActivityInsight Basic User Manual

Provided by the Center for Teaching, Learning, and Assessment

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Welcome to ActivityInsight

ActivityInsight is a fully customizable online information management system designed to organize and report on your teaching, research, and service activities. APU has adopted ActivityInsight for a variety of functions, including the collection of evaluation data for full-time faculty who are seeking extended contracts and rank promotions in the Faculty Evaluation System. The following pages will assist faculty so that they can manage the pages associated with the FES process.

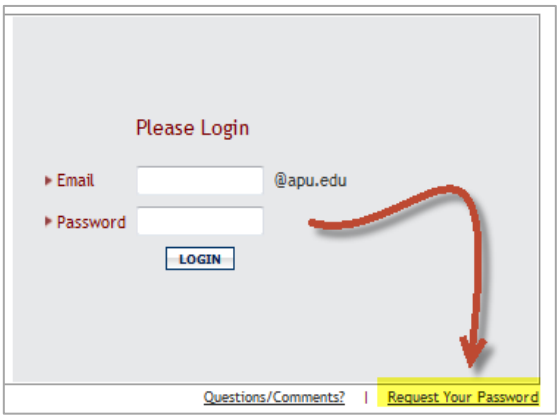
Your ActivityInsight - Login, Username, and Password

My Username is: _____ My Password is: _____

Note: If you have been given a temporary password you will be asked to change that password the first time you login with it.

Login Instructions

1. Go to one of the 3 ways to log-in.
   From - home.apu.edu > Faculty Tab > Activity Insight link
   From - apu.edu/facultyevaluation/ > Activity Insight link
   Direct URL - http://www.digitalmeasures.com/login/apu/faculty/
2. Type in your ActivityInsight username and password. If you're not sure of your username and password click on the link that says "Request Your Password". If your email isn't found in the system you will be directed on what actions to take.
3. ActivityInsight runs best on Internet Explorer or Firefox Web Browsers.

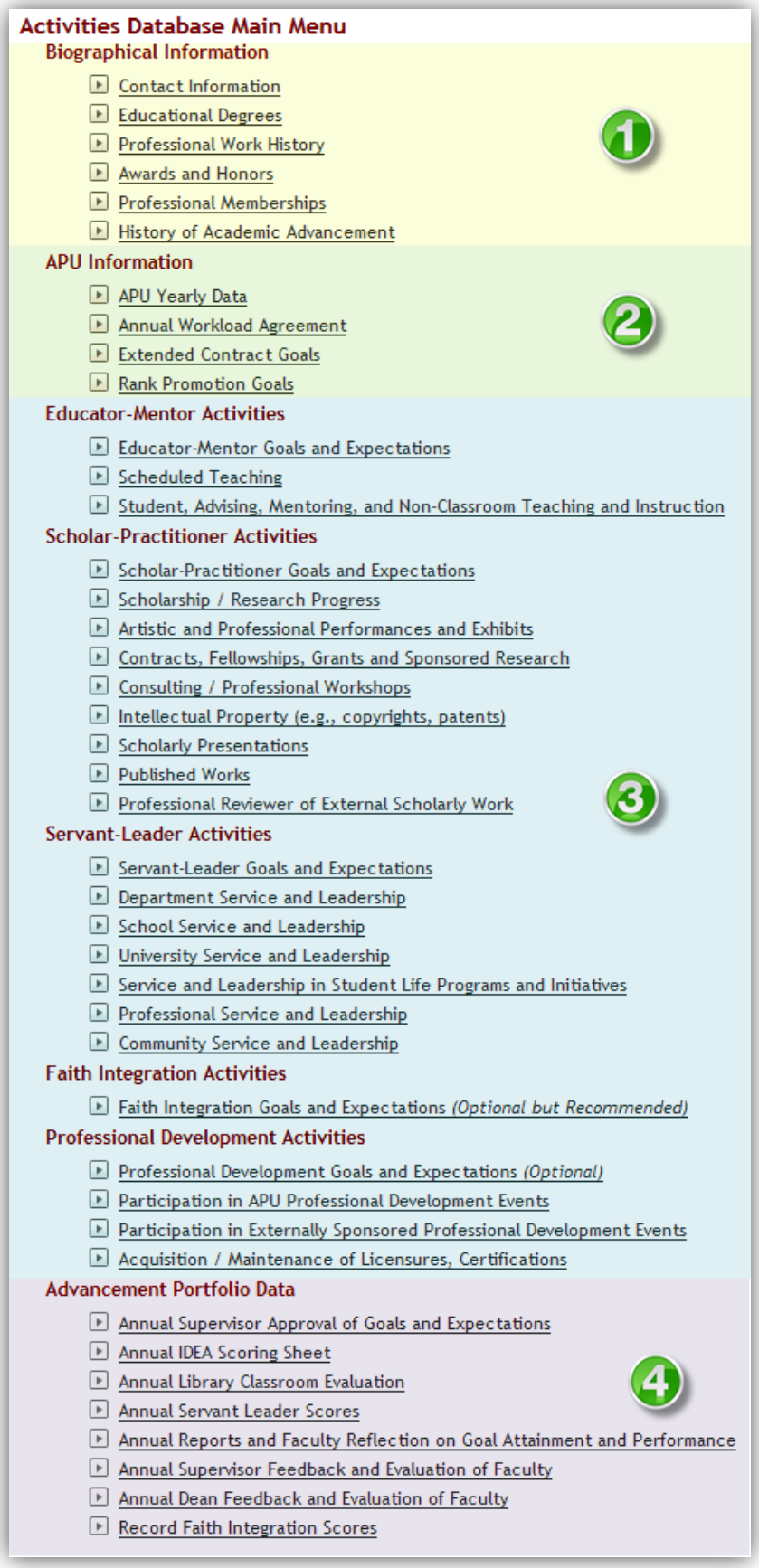


Manage Your Activities

After you log into ActivityInsight you will see the screen shown on the next page. We call this the "Home Page", which is your springboard to all the data entry areas in ActivityInsight. When you first visit this "Home Page" screen, it would be good to spend a few minutes looking through the screen titles accessible from it.

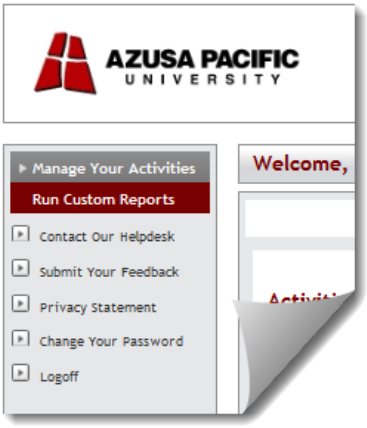
Please note the 3 areas highlighted in the following screen shot.

1. **Navigation menu** – This area is the only navigational menu in ActivityInsight, the goal is to give you the ability to simply move throughout the management system.
2. **Biographical and APU information** – These are the first two sections you should focus on; the data stored in these pages will in most cases only need to be entered once.
3. **Activities information** – This section is where ActivityInsight really becomes beneficial to the user. These pages provide a single convenient place for users to maintain their activity data, access it easily, and to generate reports.
4. **Advancement Portfolio Data Section** – This final section records all the FES data for advancement.


Activities Database Main Menu
Biographical Information
Contact Information
Educational Degrees
Professional Work History
Awards and Honors
Professional Memberships
History of Academic Advancement
1
APU Information
APU Yearly Data
Annual Workload Agreement
Extended Contract Goals
Rank Promotion Goals
2
Educator-Mentor Activities
Educator-Mentor Goals and Expectations
Scheduled Teaching
Student, Advising, Mentoring, and Non-Classroom Teaching and Instruction
Scholar-Practitioner Activities
Scholar-Practitioner Goals and Expectations
Scholarship / Research Progress
Artistic and Professional Performances and Exhibits
Contracts, Fellowships, Grants and Sponsored Research
Consulting / Professional Workshops
Intellectual Property (e.g., copyrights, patents)
Scholarly Presentations
Published Works
Professional Reviewer of External Scholarly Work
3
Servant-Leader Activities
Servant-Leader Goals and Expectations
Department Service and Leadership
School Service and Leadership
University Service and Leadership
Service and Leadership in Student Life Programs and Initiatives
Professional Service and Leadership
Community Service and Leadership
Faith Integration Activities
Faith Integration Goals and Expectations (Optional but Recommended)
Professional Development Activities
Professional Development Goals and Expectations (Optional)
Participation in APU Professional Development Events
Participation in Externally Sponsored Professional Development Events
Acquisition / Maintenance of Licensures, Certifications
Advancement Portfolio Data
Annual Supervisor Approval of Goals and Expectations
Annual IDEA Scoring Sheet
Annual Library Classroom Evaluation
Annual Servant Leader Scores
Annual Reports and Faculty Reflection on Goal Attainment and Performance
Annual Supervisor Feedback and Evaluation of Faculty
Annual Dean Feedback and Evaluation of Faculty
Record Faith Integration Scores
4

Navigational Menu

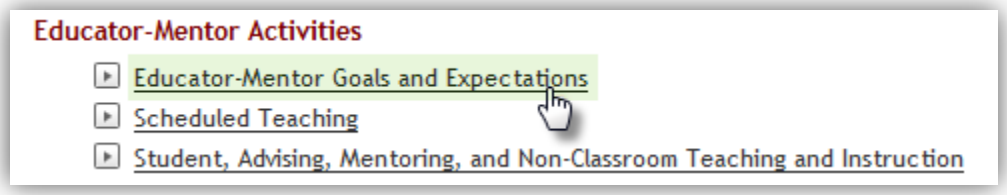
The left-hand menu in ActivityInsight displays at least two main utilities, "**Manage Your Activities**" and "**Run Custom Reports**". You may have other tabs if your ActivityInsight Administrator has given you security access to them.



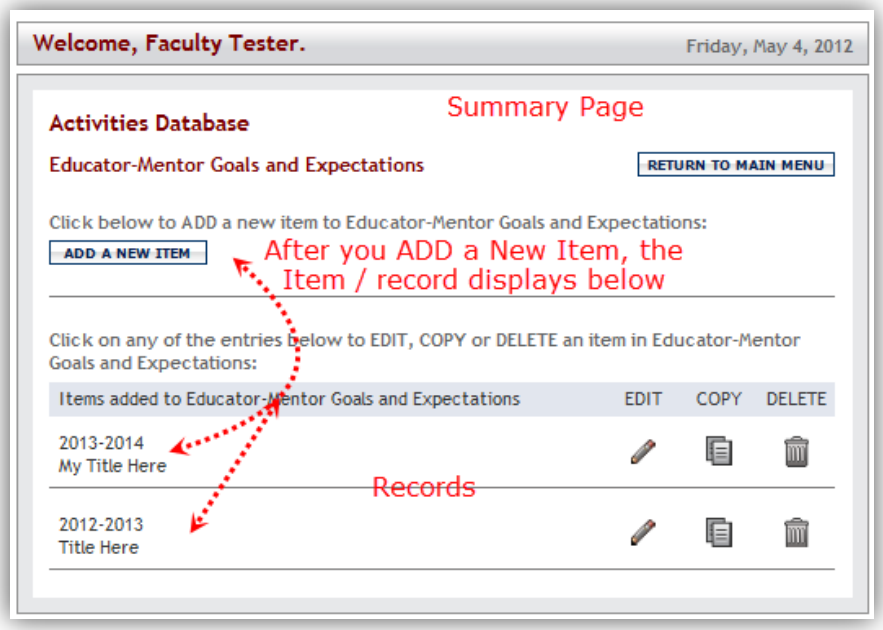
Manage Your Activities:
Add or update information about the activities you accomplish.
Run Custom Reports:
Run reports that have been custom-built for your campus.
Contact Our Helpdesk:
Submit questions about use of the system.
Submit Your Feedback:
Submit suggestions on how to improve the system.

Summary Page

To access the summary page, click its title name from the Home Page.


Educator-Mentor Activities
Educator-Mentor Goals and Expectations
Scheduled Teaching
Student, Advising, Mentoring, and Non-Classroom Teaching and Instruction

In most cases the resulting screen is called the "**Summary Page**". This screen displays records that are stored for that area.
Note: *The "Contact Information" and the "History of Academic Advancement" pages do not have summary pages. The data stored on these pages is considered static and will only need to be updated when it changes.*


Welcome, Faculty Tester.
Friday, May 4, 2012
Summary Page
Activities Database
Educator-Mentor Goals and Expectations
RETURN TO MAIN MENU
Click below to ADD a new item to Educator-Mentor Goals and Expectations:
ADD A NEW ITEM
After you ADD a New Item, the Item / record displays below
Click on any of the entries below to EDIT, COPY or DELETE an item in Educator-Mentor Goals and Expectations:
Items added to Educator-Mentor Goals and Expectations
EDIT
COPY
DELETE
2013-2014
My Title Here
Records
2012-2013
Title Here

There are five possible actions you can take from the Summary page, although not all of these actions will always be available:

Add a New Item	To Edit a Record	To Delete a Record	To View a Record	To Copy a Record

Note: Once an "**Item**" has been saved it becomes a "**Record**"

Note: Records that you can view but not edit or delete have been set by your ActivityInsight Administrator as *read-only*. If read-only records need revision, contact your Administrator using the Submit Your Feedback link.

Saving Your Data

When working in the system, if you make changes and want to preserve them, you need to click one of the **Save Buttons** at the bottom of the screen prior to leaving it.

SAVE AND RETURN:

When you click this button you will save the current record you are working on and return to the Summary Page

SAVE AND ADD ANOTHER:

When you click this button you will save the current record you are working on. When the page refreshes you will be given a blank screen to add an additional record.

RETURN (CANCEL):

Click this button when you want to cancel your action and not save anything on the page.

Expanding Text Boxes

In ActivityInsight you will be asked to make comments, add descriptive information or write a brief explanation. In most cases you will enter this data into a text box. Just like all the open fields in ActivityInsight you can paste into these areas. Another key feature is that the text boxes in ActivityInsight are **Expanding Text Boxes** that have the ability to grow and shrink without the loss of data.

If you are using **Internet Explorer** (IE) or **Firefox** web browser you may see a blue arrow next to or under text boxes. Clicking this blue arrow makes the text box next to it grow vertically to give you more space. Once expanded, it can be minimized by clicking the arrow again.

In **Firefox** web browser you can grab the corner of the text box and drag it to the right; this will cause the box to grow horizontally and vertically but unlike the "blue arrow", you will need to drag it back to shrink it.
Keep in mind that your data will always be saved (if you click the save button) regardless of the size of the textbox.

The PasteBoard

You will find the **PasteBoard** to be a time-saving feature. The PasteBoard allows you to copy text from another document, such as your vita in Microsoft Word, and paste it into the PasteBoard. After you have pasted text into the PasteBoard, you can then select text from it, click-and-hold on the text you selected, and drag the text into a field in the system to have it pasted into the field. To access the PasteBoard, click the PasteBoard button in the bottom right-hand side of the screen.

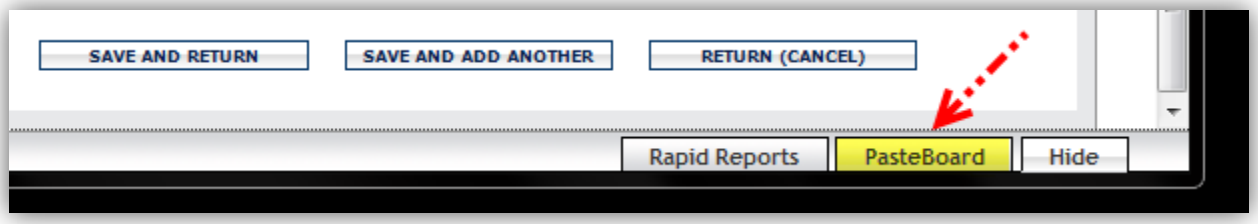
PasteBoard Demo Video On APU Faculty Evaluation YouTube Channel - http://www.youtube.com/watch?v=fB4JQ_jOCT8
To view Video Demo Press from a MS Word Document .doc(x)"Clt" then click to see video

Steps to use PasteBoard

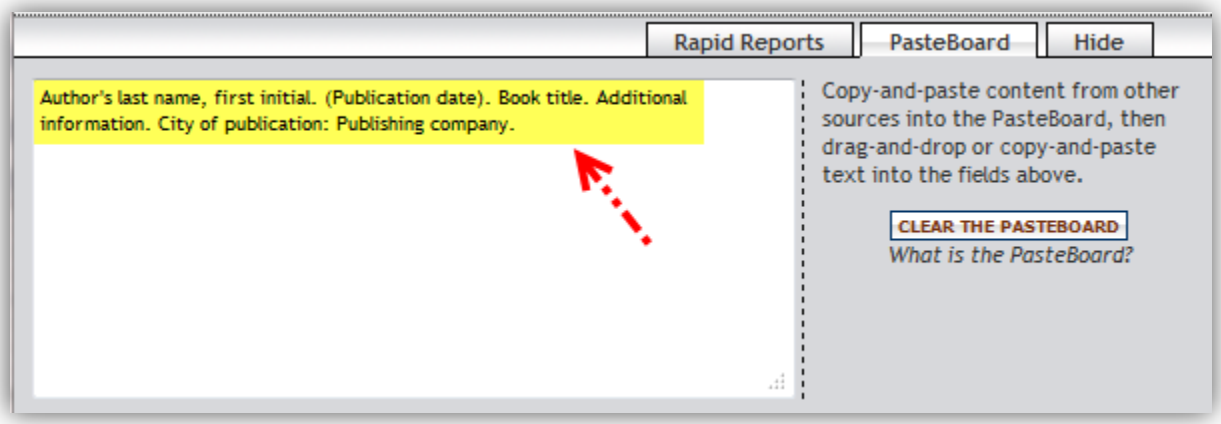
1. Copy text from the external document to be entered into ActivityInsight - Example text below

> Author's last name, first initial. (Publication date). *Book title*. Additional information. City of publication: Publishing company.

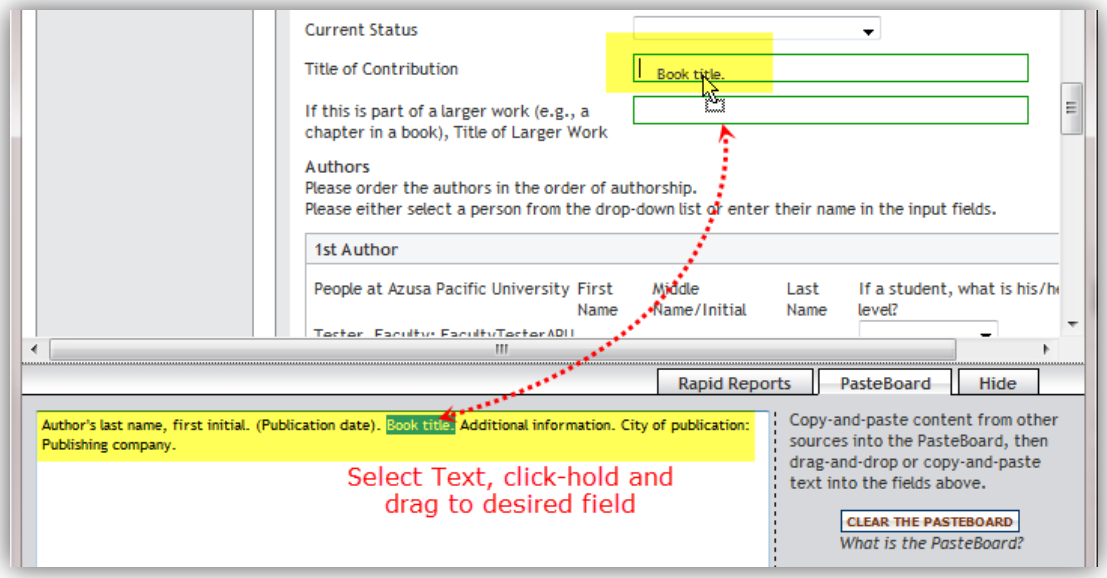
2. Access the PasteBoard by clicking the PasteBoard button in the bottom right-hand side of the screen



3. Paste the copied text into the PasteBoard area. You can do this by right clicking in the Pasteboard area and choosing the "Paste" option in either Firefox or Internet Explorer. Additionally you can use the standard keyboard short-cut of Ctl+v on a Windows PC or Command+v on a MAC computer.


Rapid Reports
PasteBoard
Hide
Author's last name, first initial. (Publication date). Book title. Additional information. City of publication: Publishing company.
Copy-and-paste content from other sources into the PasteBoard, then drag-and-drop or copy-and-paste text into the fields above.
CLEAR THE PASTEBOARD
What is the PasteBoard?

4. Select, Click-and-hold (on the text you selected) and drag the text into a field in the system (to have it pasted into the field), then release click.


Current Status
Title of Contribution
Book title.
If this is part of a larger work (e.g., a chapter in a book), Title of Larger Work
Authors
Please order the authors in the order of authorship.
Please either select a person from the drop-down list or enter their name in the input fields.
1st Author
People at Azusa Pacific University
First Name
Middle Name/Initial
Last Name
If a student, what is his/h level?
Rapid Reports
PasteBoard
Hide
Author's last name, first initial. (Publication date). Book title. Additional information. City of publication: Publishing company.
Select Text, click-hold and drag to desired field
Copy-and-paste content from other sources into the PasteBoard, then drag-and-drop or copy-and-paste text into the fields above.
CLEAR THE PASTEBOARD
What is the PasteBoard?

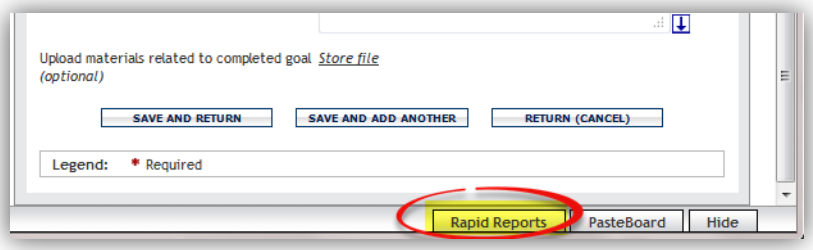
Run Rapid Reports

Rapid Reports provides a way for you to quickly and easily run custom reports on the data in ActivityInsight. By enabling you to run reports from the same pages into which you enter data, Rapid Reports gives you the flexibility to easily see the effect the data you enter has on your reports. The Rapid Reports feature will return the selected report with just your data.
Note: If you run a report using Rapid Reports while managing another user's data, the report will contain that user's data.

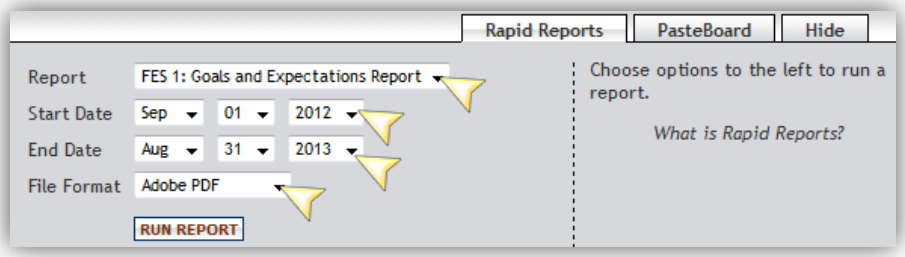
View Online Demo On APU Faculty Evaluation YouTube Channel: http://www.youtube.com/watch?v=Uebm_fqquZ0
To view Video Demo Press from a MS Word Document .doc(x)"Clt" then click to see video
Note: you must ***SAVE*** the most recent data entered before it will appear on the report.

Steps to Run a Rapid Report

1. After you have saved your data, look at the bottom of the status bar of the web browser. In this example we are using Firefox web browser.



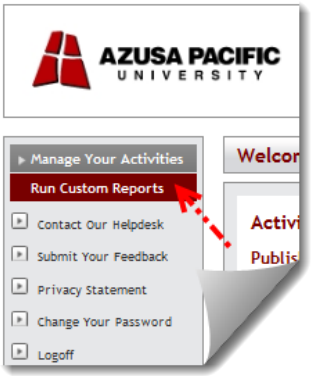
2. Click on the **Rapid Reports** link, and the following screen will appear.



3. Choose the report to be run
4. Set the date range. *Note: each report has a set starting and ending date range.*
See page 10 for correct date ranges.
6. Choose file format (PDF is required for uploaded documents)
7. Click **"RUN REPORT"**

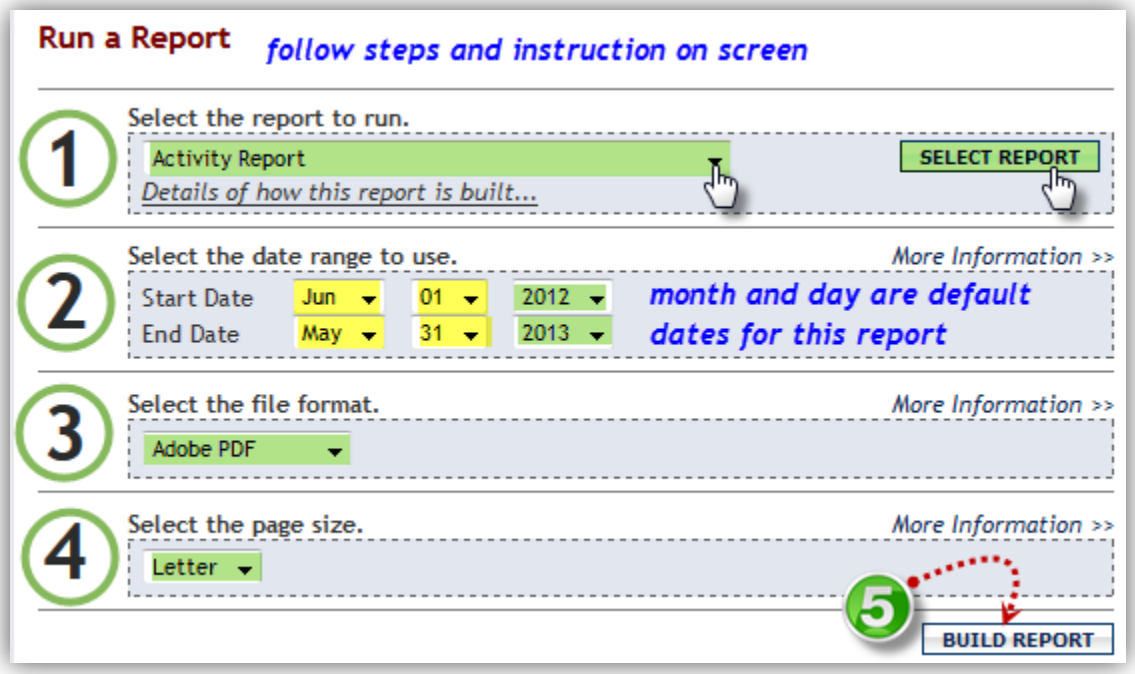
Run Custom Reports

This utility allows you to run reports that have been custom-built into the system.



From the home page, click the "**Run Custom Reports**" from the left navigational menu.

1. Select from the drop down list the report to run. Then click the **SELECT REPORT** button.
2. Date range: Each custom report has a set date range that accumulates the data needed for an FES report. If you need to view more than one FES year, change only the year fields.
3. Select the format type: **Adobe PDF**
4. Select page size from dropdown
5. Click **BUILD REPORT** button
6. Save the document to a location you can find on your computer

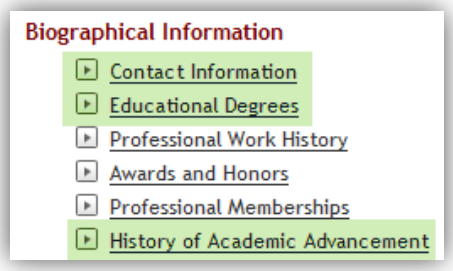


Report Date Ranges

Report Name	Set to Default Date Ranges
FES 1: Goals and Expectations Report	Sept. 1 to Aug. 31
FES 2: Activity Report	**June 1 to May 31**
FES 3: IDEA Summary Report	Sept. 1 to Aug. 31
FES 3a: Library Classroom Evaluation Report	Sept. 1 to Aug. 31
FES 4: Scoring Summary Report	Sept. 1 to Aug. 31
FES 5: Annual Supervisor Feedback and Evaluation of Faculty (optional)	Sept. 1 to Aug. 31
FES 6: Faith Integration Scores Report (optional)	Sept. 1 to Aug. 31
FES SUP: Faculty List of Completed Activity Reports and Reflections	Sept. 1 to Aug. 31
FES SUP: Faculty List of Completed Goals and Expectations Report	Sept. 1 to Aug. 31

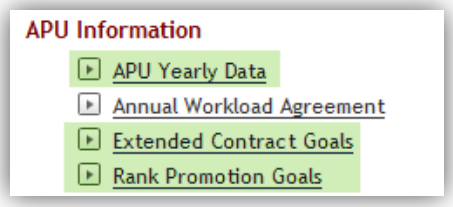
Biographical Information

The **Biographical Information** section is the best place to start using ActivityInsight. It is recommended that you start here and focus on the Contact Information, Educational Degrees, and History of Academic Advancement screens. You will find that some basic information is entered.



APU Information

The **APU Information** section stores specific APU information. It is recommended that you fill in the APU Yearly Data, Extended Contract Goals, and Rank Promotion Goals screens first.

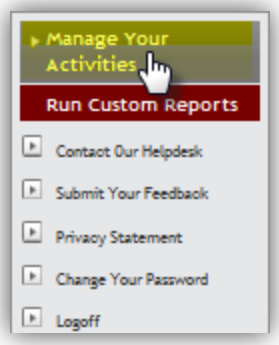


Using Activity Insight to Manage the Faculty Evaluation System (FES)

The Faculty Evaluation System (FES) is the University-approved advancement system utilized by all full-time faculty to record performance data in order to apply for extended contracts and promotions. Activity Insight serves as the repository for all elements of FES. The sections that follow describe how to collect and record, FES data in Activity Insight.

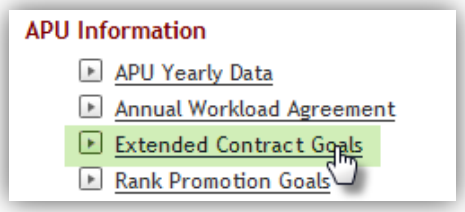
Identify Extended Contract and Rank Promotion Goals

The FES process begins with faculty entering their extended contract and rank promotion goals. These goals are set for the future; that is, faculty should be aspiring to a future goal that will result after a cycle of data collection. In many cases, extended contract and rank promotion goals will have a common starting and ending point so that a decision may be rendered for both at the same time. In some cases, however, a faculty member may achieve one without the other or may achieve one at a different point in time. Therefore, it is important to maintain accurate records of advancement goals.

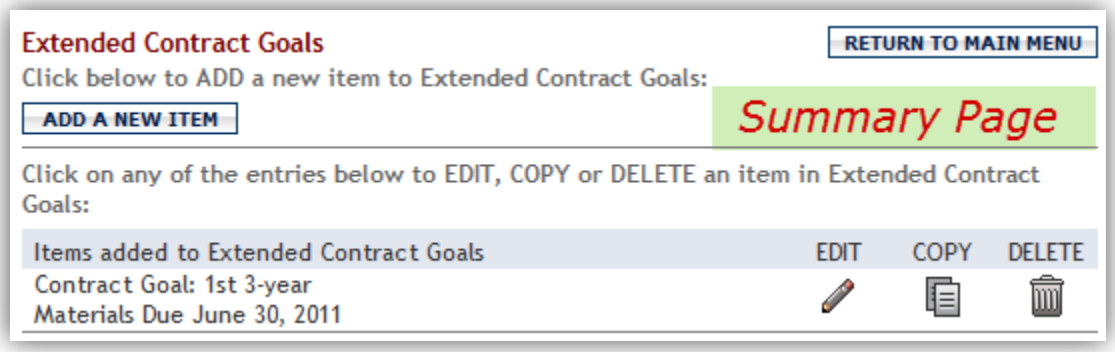


Recording Extended Contract Goals

Start by logging into ActivityInsight and click on the "**Manage Your Activities**" link on the left side of the page. From there click on the link titled "**Extended Contract Goals**"



The next page will be what is called the "**Summary Page**" This page will start out blank but will eventually contain a summary of all the Extended Contract Goals you have saved for this area.


Extended Contract Goals
RETURN TO MAIN MENU
Click below to ADD a new item to Extended Contract Goals:
ADD A NEW ITEM
Summary Page
Click on any of the entries below to EDIT, COPY or DELETE an item in Extended Contract Goals:
Items added to Extended Contract Goals
EDIT
COPY
DELETE
Contract Goal: 1st 3-year
Materials Due June 30, 2011

Adding an Extended Contract Goal

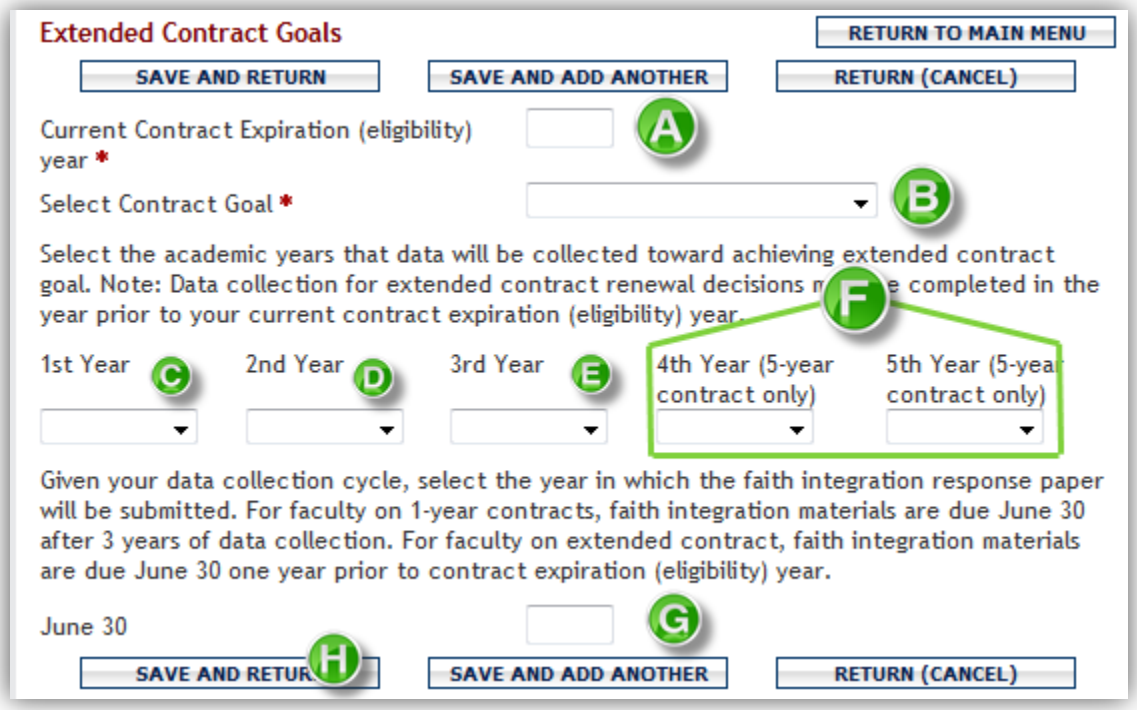
To add a new extended contract goal click on the "**ADD A NEW ITEM**" button. The next screen is called the "**Data Entry**" page. Complete each section as identified below.

A. Enter current contract expiration year – this is an important indicator because all data must be collected one year prior to contract expiration
B. Select contract goal – this is the goal toward which a faculty member is aspiring

Select the academic years that data will be collected toward achieving extended contract goal.

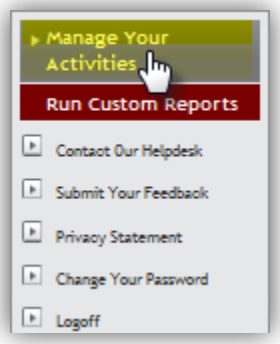
Note: Data collection for extended contract decisions must be completed in the year prior to your current contract expiration date.

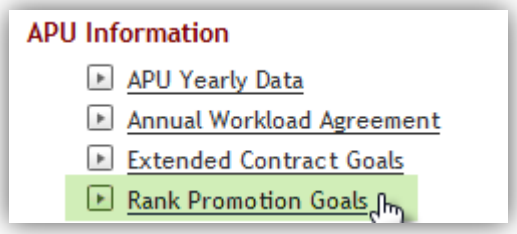
C. Select the first year of data collection from the drop down list
D. Select the second year of data collection from the drop down list
E. Select the third year of data collection from the drop down list
F. Select the fourth and fifth year of data collection (only if you're on a 5-year contract)
G. Faith Integration Response Paper Due Date - Due June 30th of the year before a contract expires
H. Click "**SAVE AND RETURN**"


Extended Contract Goals
RETURN TO MAIN MENU
SAVE AND RETURN
SAVE AND ADD ANOTHER
RETURN (CANCEL)
Current Contract Expiration (eligibility) year *
A
Select Contract Goal *
B
Select the academic years that data will be collected toward achieving extended contract goal. Note: Data collection for extended contract renewal decisions
completed in the year prior to your current contract expiration (eligibility) year.
F
1st Year
C
2nd Year
D
3rd Year
E
4th Year (5-year contract only)
5th Year (5-year contract only)
Given your data collection cycle, select the year in which the faith integration response paper will be submitted. For faculty on 1-year contracts, faith integration materials are due June 30 after 3 years of data collection. For faculty on extended contract, faith integration materials are due June 30 one year prior to contract expiration (eligibility) year.
June 30
G
H
SAVE AND RETUR
SAVE AND ADD ANOTHER
RETURN (CANCEL)

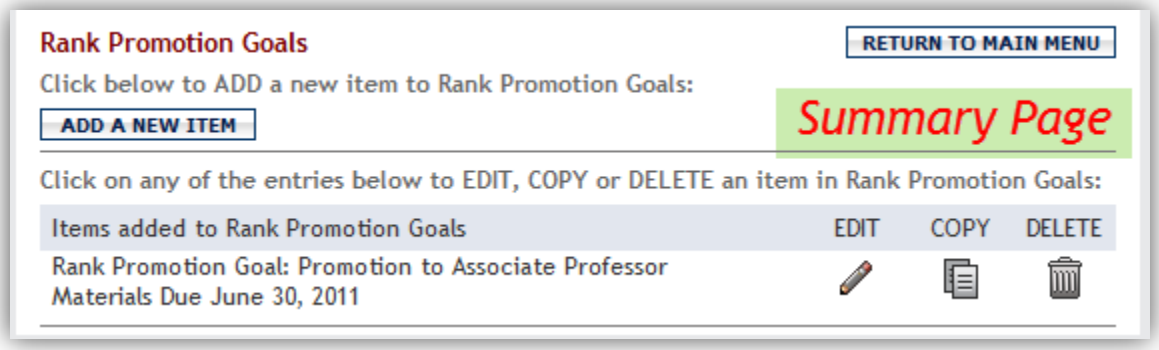
Recording Rank Promotion Goals

Start by logging into ActivityInsight and click on the "**Manage Your Activities**" link on the left side of the page. From there click on the link titled "**Rank Promotion Goals**"





The next page will be what is called the "**Summary Page**" This page will start out blank but will eventually contain a summary of all the Rank Promotion Goals you have saved for this area.


Rank Promotion Goals
RETURN TO MAIN MENU
Click below to ADD a new item to Rank Promotion Goals:
ADD A NEW ITEM
Summary Page
Click on any of the entries below to EDIT, COPY or DELETE an item in Rank Promotion Goals:
Items added to Rank Promotion Goals
EDIT
COPY
DELETE
Rank Promotion Goal: Promotion to Associate Professor
Materials Due June 30, 2011

Adding a Rank Promotion Goal

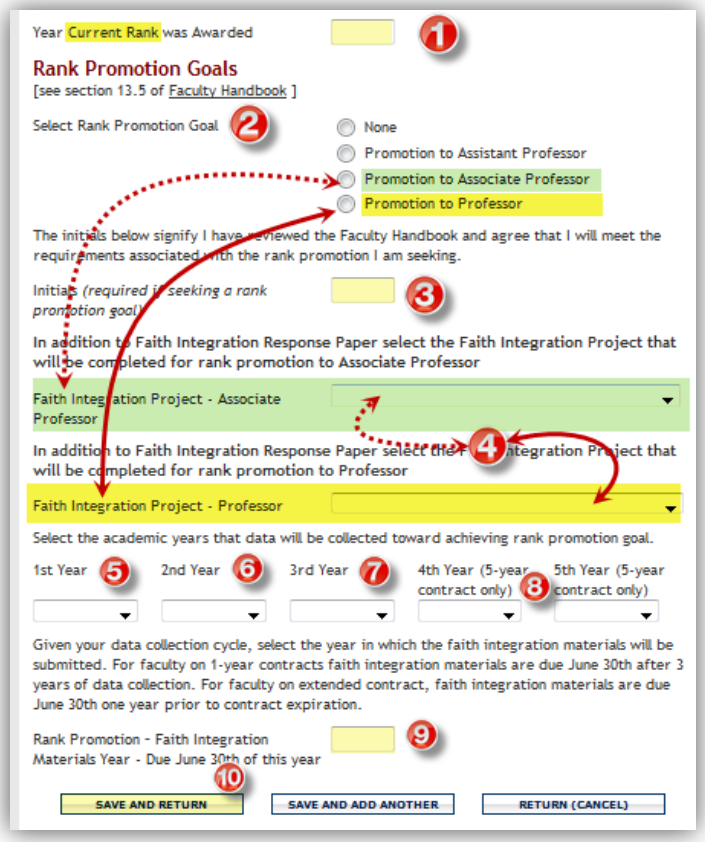
To add a new rank promotion goal click on the "**ADD A NEW ITEM**" button. The next screen is called the "**Data Entry**" page. Complete each section as identified below.

1. Enter year *current rank* was awarded – this is important for determining whether a faculty member is eligible for the next rank.
2. Select rank promotion goal – this is the promotion towards which a faculty member is aspiring.
3. Verify that the requirements are met for rank promotion – this information can be found in section 8 of the Faculty Handbook.
4. If seeking a rank promotion to Associate Professor or Professor, choose the Faith Integration project appropriate to the rank promotion goal.

Select the academic years that data will be collected toward achieving rank promotion goal.

Note: Data collection must be completed one year prior to the year in which a promotion will take effect.

5. Select the first year of data collection from the drop down list
6. Select the second year of data collection from the drop down list
7. Select the third year of data collection from the drop down list
8. Select the fourth and fifth year of data collection from the drop down list (only if you're on a 5-year contract)
9. Faith Integration Response Paper Due Date - Due June 30th of this year.
10. Click "**SAVE AND RETURN**"


Year Current Rank was Awarded
1
Rank Promotion Goals
[see section 13.5 of Faculty Handbook]
Select Rank Promotion Goal
2
None
Promotion to Assistant Professor
Promotion to Associate Professor
Promotion to Professor
The initials below signify I have reviewed the Faculty Handbook and agree that I will meet the requirements associated with the rank promotion I am seeking.
Initials (required if seeking a rank promotion goal)
3
In addition to Faith Integration Response Paper select the Faith Integration Project that will be completed for rank promotion to Associate Professor
Faith Integration Project - Associate Professor
4
In addition to Faith Integration Response Paper select the Faith Integration Project that will be completed for rank promotion to Professor
Faith Integration Project - Professor
Select the academic years that data will be collected toward achieving rank promotion goal.
1st Year
5
2nd Year
6
3rd Year
7
4th Year (5-year contract only)
8
5th Year (5-year contract only)
Given your data collection cycle, select the year in which the faith integration materials will be submitted. For faculty on 1-year contracts faith integration materials are due June 30th after 3 years of data collection. For faculty on extended contract, faith integration materials are due June 30th one year prior to contract expiration.
Rank Promotion - Faith Integration Materials Year - Due June 30th of this year
9
10
SAVE AND RETURN
SAVE AND ADD ANOTHER
RETURN (CANCEL)

Set Annual Goals and Expectations

In addition to extended contract and rank promotion goals, faculty set annual performance goals that will enable them to achieve the extended contract or rank promotion that they desire and to help communicate important elements of their faculty role. The following sections describe this process.

Definitions

Goal-setting is a broad term that is being used interchangeably with "expectations" and is meant to incorporate general faculty work, tasks to meet department needs, and faculty aspirations. In some cases a goal is a "non-negotiable, expected outcome," and in others it is something to strive for but doesn't require achievement. While faculty may have personal and professional aspirations, department chairs and deans may also have expectations for faculty and may choose to identify additional goals that need to be met in order for a faculty member to advance.

Principles of Goal Setting

There are no hard and fast rules about goal setting other than at least one goal is required in the 3 primary roles (Educator-Mentor, Scholar-Practitioner, and Servant-Leader). Faculty may also record goals in faith integration and professional development. Goals should not be all-inclusive of faculty work; they should reflect important expectations that will be evaluated at the annual performance appraisal and will impact overall ratings of effectiveness and, ultimately, contract decisions. Some thoughts to consider:

- In all cases, goals should be SMART (specific, measureable, attainable, realistic and timely).
- For most faculty, broad goals in the 3 roles will be sufficient (e.g., develop a new course, supervise 5 dissertations, write 3 journal articles, serve on 2 Councils).
- When setting goals, faculty members should incorporate any benchmarks that must be met for the advancement they are seeking. For example, all advancement goals have a minimum average IDEA score that must be obtained, so it would be wise to set a goal that identifies that minimum benchmark (e.g., average IDEA score of 50 or higher). In some cases, departments will have higher goals than University minimums, but departments may not set goals below those set at the University level.
- Other goals may be set as a reflection of department expectations (e.g., contribute to program review) or personal aspirations (e.g., publish a book).
- A goal may cross multiple years, but annual conversations will occur to ensure that faculty are making appropriate progress toward goal attainment.

Process for Recording Goals/Expectations

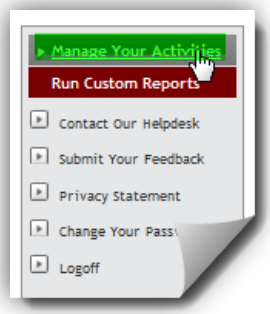
Goals are entered into each role area in Activity Insight (see the pages that follow for details!). Department chairs may ask faculty to record goals in Activity Insight prior to a meeting, or they may choose to set goals as part of a meeting and then have faculty enter them into Activity Insight. Regardless of process, once goals are entered into Activity Insight, faculty generate a Goals and Expectations Report, save it to their computers, then upload it back to the Supervisor Approval of Goals and Expectations section of Activity Insight. Faculty then notify their supervisor that the Goals report is ready for viewing and approval by department chair and dean (if desired). **Except for a faculty member's first year, executed Goal Setting Reports must be uploaded and approved by August 30!**

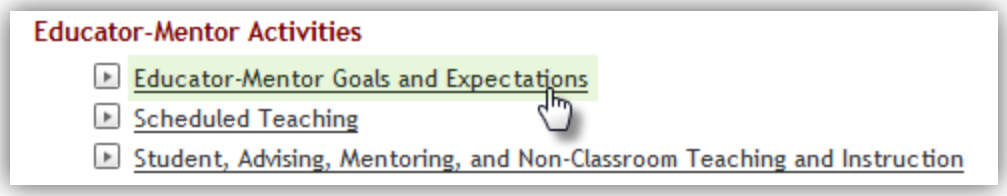
Educator-Mentor Goals

Faculty should enter goals related to teaching, curriculum design, mentoring, supervision, and advising.

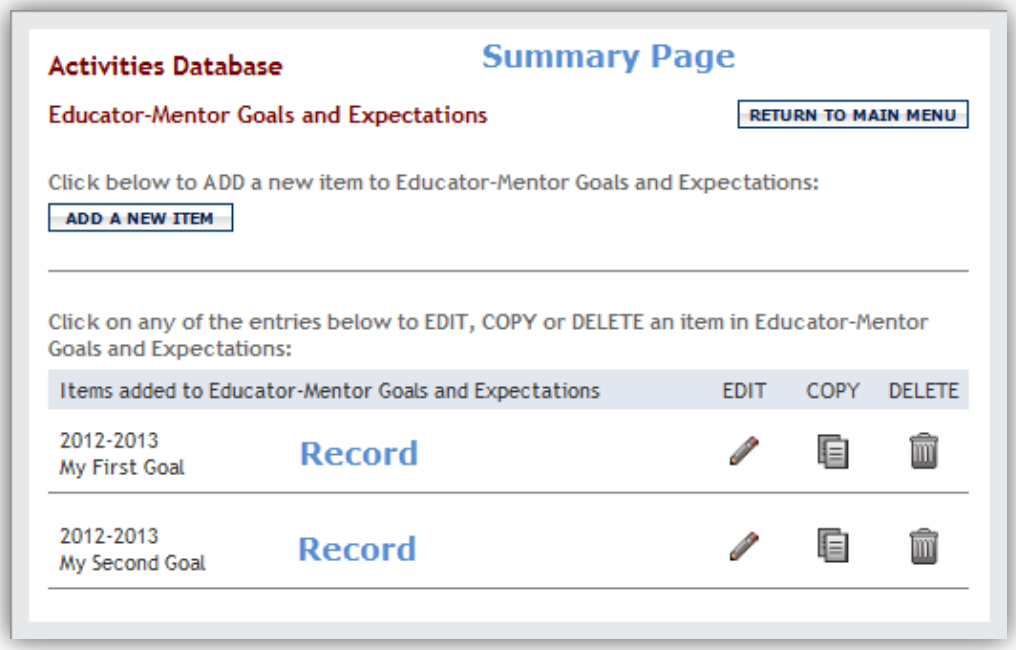
Start by logging into ActivityInsight and click on the "**Manage Your Activities**" link on the left side of the page.

From there click on the link titled "**Educator – Mentor Goals and Expectations**"



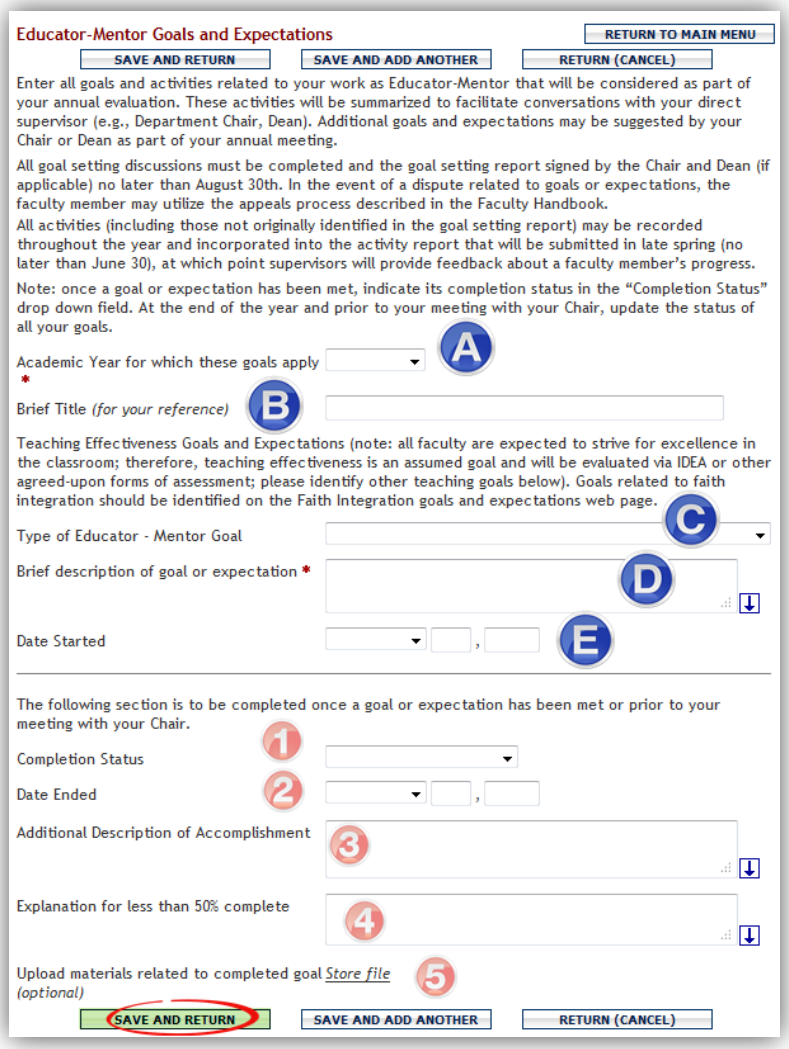

Educator-Mentor Activities
Educator-Mentor Goals and Expectations
Scheduled Teaching
Student, Advising, Mentoring, and Non-Classroom Teaching and Instruction

The next page will be what is called the "**Summary Page**". This page will start out blank but will eventually contain a summary of all the Educator – Mentor Goals and Expectations records you have saved for this area.



Adding Educator-Mentor Goals and Expectations

Enter all goals and expectations related to the Educator-Mentor role that should inform an extended contract or rank promotion decision.


Educator-Mentor Goals and Expectations
RETURN TO MAIN MENU
SAVE AND RETURN
SAVE AND ADD ANOTHER
RETURN (CANCEL)
Enter all goals and activities related to your work as Educator-Mentor that will be considered as part of your annual evaluation. These activities will be summarized to facilitate conversations with your direct supervisor (e.g., Department Chair, Dean). Additional goals and expectations may be suggested by your Chair or Dean as part of your annual meeting.
All goal setting discussions must be completed and the goal setting report signed by the Chair and Dean (if applicable) no later than August 30th. In the event of a dispute related to goals or expectations, the faculty member may utilize the appeals process described in the Faculty Handbook.
All activities (including those not originally identified in the goal setting report) may be recorded throughout the year and incorporated into the activity report that will be submitted in late spring (no later than June 30), at which point supervisors will provide feedback about a faculty member's progress.
Note: once a goal or expectation has been met, indicate its completion status in the "Completion Status" drop down field. At the end of the year and prior to your meeting with your Chair, update the status of all your goals.
Academic Year for which these goals apply *
A
Brief Title (for your reference)
B
Teaching Effectiveness Goals and Expectations (note: all faculty are expected to strive for excellence in the classroom; therefore, teaching effectiveness is an assumed goal and will be evaluated via IDEA or other agreed-upon forms of assessment; please identify other teaching goals below). Goals related to faith integration should be identified on the Faith Integration goals and expectations web page.
Type of Educator - Mentor Goal
C
Brief description of goal or expectation *
D
Date Started
E
The following section is to be completed once a goal or expectation has been met or prior to your meeting with your Chair.
Completion Status
1
Date Ended
2
Additional Description of Accomplishment
3
Explanation for less than 50% complete
4
Upload materials related to completed goal Store file (optional)
5
SAVE AND RETURN
SAVE AND ADD ANOTHER
RETURN (CANCEL)

To add a new goal click on the "**ADD A NEW ITEM**" button. The next screen is called the **"Data Entry"** page.

A. Start by entering the academic year for which the goals apply. Usually faculty are setting goals in anticipation of a coming year of data collection.

B. Next choose a brief title for your goal or expectation. This is the title that will display on the summary page, so choose a label for your own reference.

C. Classify the type of Educator-Mentor goal you are generating. There are 4 subcategories into which a goal can fall.

- **Curriculum Design Goals and Expectations** – changes to course design, creation of new courses or other curriculum material.
- **Additional Teaching Effectiveness/Pedagogy Goals and Expectations** – goals related to classroom performance or teaching strategies you wish to employ.
- **Student Advising, Mentoring, Supervision Goals and Expectations** – internship or field placement supervision, student advising or mentoring, dissertation/thesis/GIP supervision.
- **Other Educator- Mentor Goals and Expectations**

D. Provide a brief description of the goal so that others know what it is (required).

E. Enter a start date for the goal.

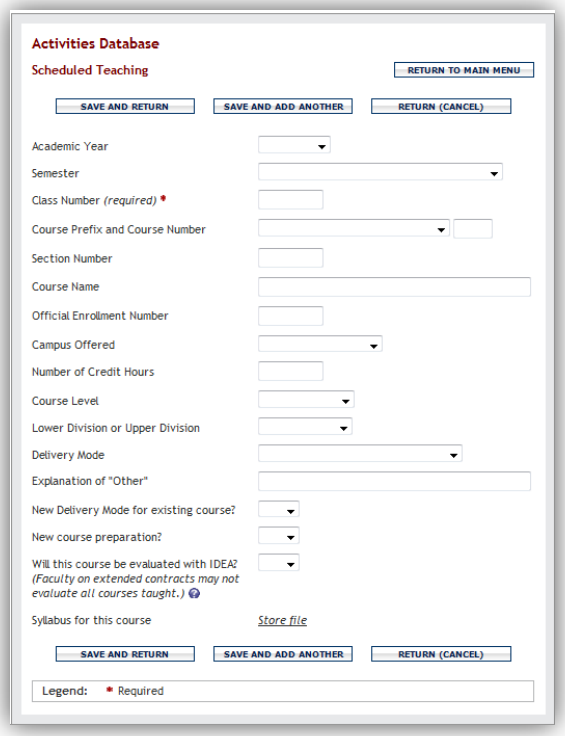
Once you complete this information, click "**SAVE AND RETURN**" (if you are finished adding goals) or "**SAVE AND ADD ANOTHER**" (if you are adding other Educator - Mentor goals).

During the year, as you complete a goal or prior to the generation of your activity report at the end of the academic year, you will need to go back to your goal, select edit, and complete the information at the bottom of the page. For details, see page 30 of this manual.

Scheduled Teaching

This page allows you to list of all of your scheduled classes. **Note: This page is not required for FES.**

The basic information already uploaded is:



- Academic Year
- Semester
- Class Number *(required)*
- Course Prefix
- Course Number
- Section Number
- Course Name
- Official Enrollment Number

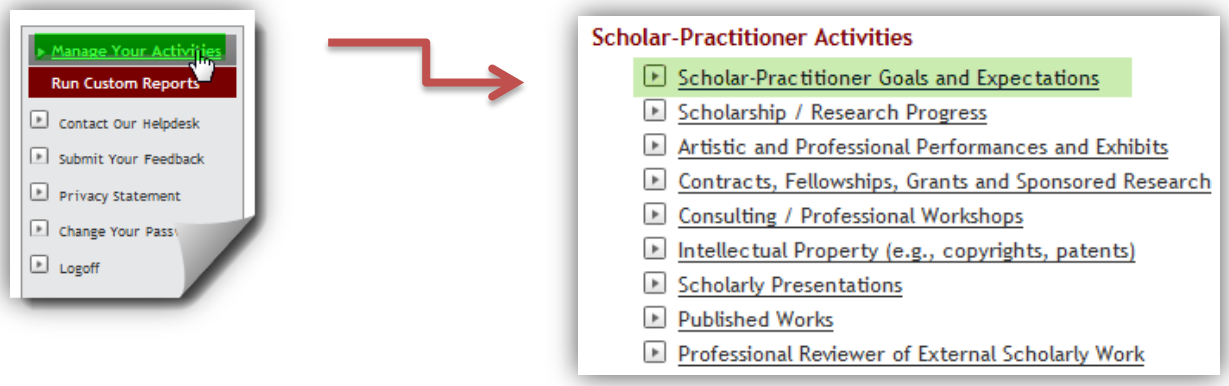
You will need to fill-in the additional fields:

- Campus Offered
- Number of Credit Hours
- Course Level
- Lower Division or Upper Division
- Delivery Mode
- Explanation of "Other" delivery mode
- New Delivery Mode for existing course?
- New course preparation?
- Will this course be evaluated with IDEA?
    - Note: Faculty on extended contracts should not evaluate all courses taught. Please refer to Faculty Handbook section 8 to determine University policies for requesting the appropriate number of courses to evaluate.
- Upload: Syllabus for this course
    - You can upload an electronic copy of your syllabus. This file can be deleted and uploaded again if needed.

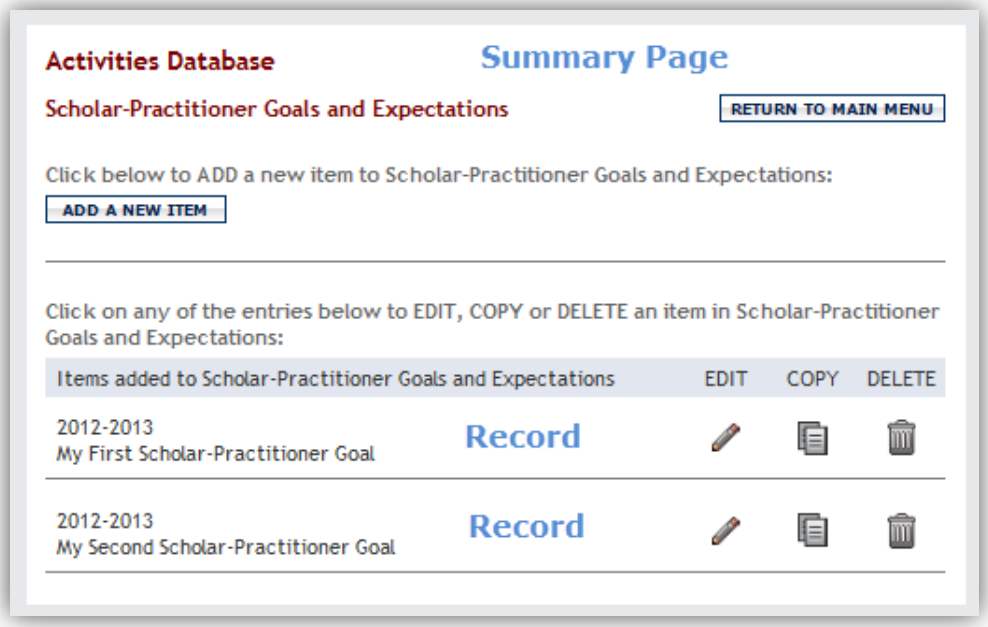
Scholar – Practitioner Goals

Faculty should enter goals that correspond to their role at the University (e.g., undergraduate, master's, doctoral), as well as goals that should be met for the advancement outcome being sought.

Start by logging into ActivityInsight and click on the "**Manage Your Activities**" link on the left side of the page. From there click on the link titled "**Scholar – Practitioner Goals and Expectations**"



The next page will be what is called the "**Summary Page**". This page will start out blank but will eventually contain a summary of all the Scholar – Practitioner Goals and Expectations records you have saved for this area.

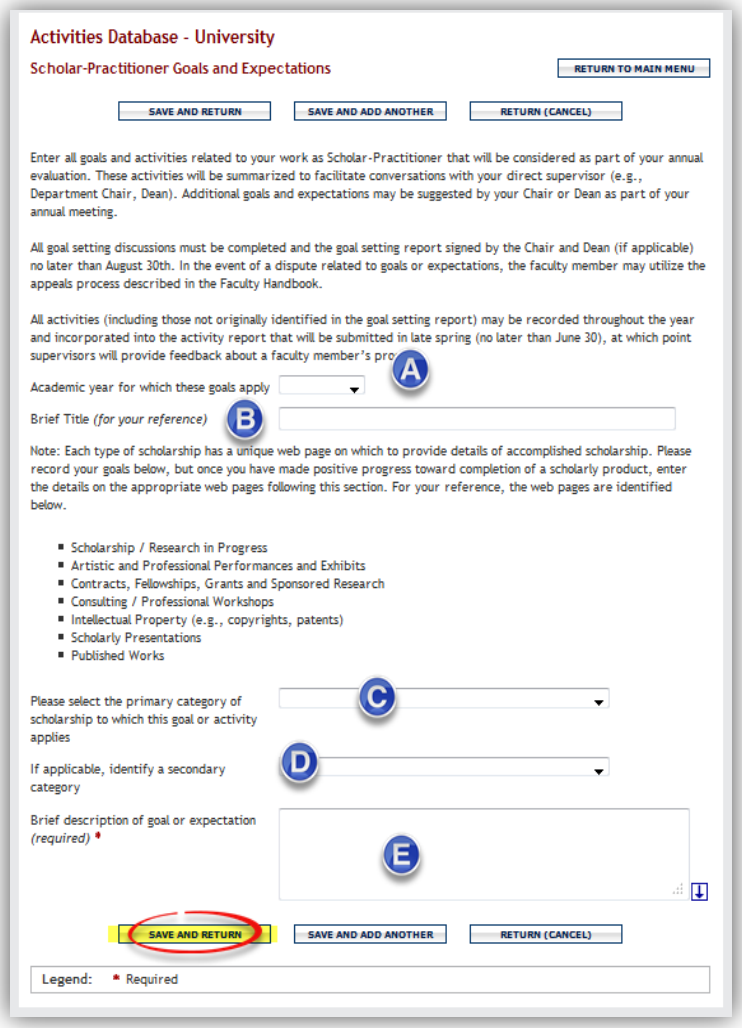

Activities Database
Summary Page
Scholar-Practitioner Goals and Expectations
RETURN TO MAIN MENU
Click below to ADD a new item to Scholar-Practitioner Goals and Expectations:
ADD A NEW ITEM
Click on any of the entries below to EDIT, COPY or DELETE an item in Scholar-Practitioner Goals and Expectations:
Items added to Scholar-Practitioner Goals and Expectations
EDIT
COPY
DELETE
2012-2013
My First Scholar-Practitioner Goal
Record
2012-2013
My Second Scholar-Practitioner Goal
Record

Adding Scholar-Practitioner Goals and Expectations

Enter all goals and expectations related to the Scholar – Practitioner role that should inform an extended contract or rank promotion decision.

To add a new goal click on the "**ADD A NEW ITEM**" button.

The next screen is called the **"Data Entry"** page.


Activities Database - University
Scholar-Practitioner Goals and Expectations
RETURN TO MAIN MENU
SAVE AND RETURN
SAVE AND ADD ANOTHER
RETURN (CANCEL)
Enter all goals and activities related to your work as Scholar-Practitioner that will be considered as part of your annual evaluation. These activities will be summarized to facilitate conversations with your direct supervisor (e.g., Department Chair, Dean). Additional goals and expectations may be suggested by your Chair or Dean as part of your annual meeting.
All goal setting discussions must be completed and the goal setting report signed by the Chair and Dean (if applicable) no later than August 30th. In the event of a dispute related to goals or expectations, the faculty member may utilize the appeals process described in the Faculty Handbook.
All activities (including those not originally identified in the goal setting report) may be recorded throughout the year and incorporated into the activity report that will be submitted in late spring (no later than June 30), at which point supervisors will provide feedback about a faculty member's pro
A
Academic year for which these goals apply
B
Brief Title (for your reference)
Note: Each type of scholarship has a unique web page on which to provide details of accomplished scholarship. Please record your goals below, but once you have made positive progress toward completion of a scholarly product, enter the details on the appropriate web pages following this section. For your reference, the web pages are identified below.
Scholarship / Research in Progress
Artistic and Professional Performances and Exhibits
Contracts, Fellowships, Grants and Sponsored Research
Consulting / Professional Workshops
Intellectual Property (e.g., copyrights, patents)
Scholarly Presentations
Published Works
C
Please select the primary category of scholarship to which this goal or activity applies
D
If applicable, identify a secondary category
Brief description of goal or expectation (required) *
E
SAVE AND RETURN
SAVE AND ADD ANOTHER
RETURN (CANCEL)
Legend: * Required

Data Entry

A. Start by entering the academic year for which the goals apply. Usually faculty are setting goals in anticipation of a coming year of data collection.

B. Next choose a brief title for your goal or expectation. This is the title that will display on the summary page, so choose a label for your own reference.

C. Classify the type of Scholar – Practitioner goal you are generating.

- **Scholarship / Research in Progress**
- **Artistic and Professional Performances and Exhibits**
- **Contracts, Fellowships, Grants and Sponsored Research**
- **Consulting / Professional Workshops**
- **Intellectual Property (e.g., copyrights, patents)**
- **Scholarly Presentations**
- **Published Works**

D. If applicable, select a second category

E. Provide a brief description of the goal so that others know what it is (**required**).

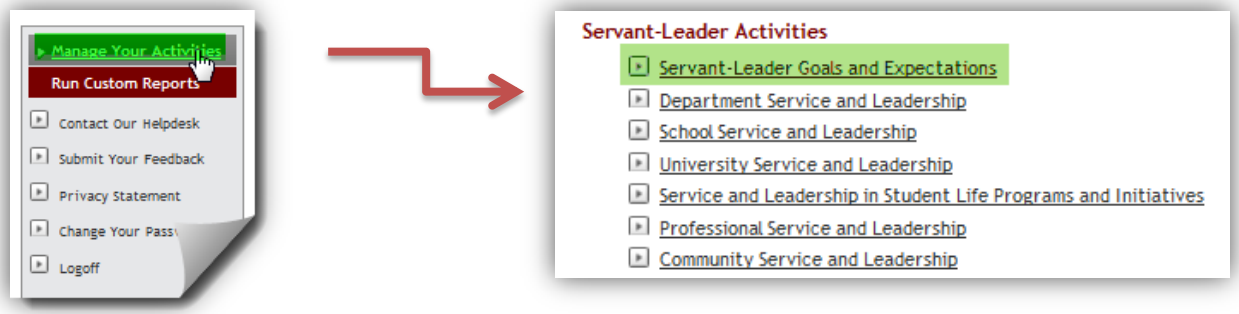
Once you complete this information, click "**SAVE AND RETURN**" (if you are finished adding goals) or "**SAVE AND ADD ANOTHER**" (if you are adding other Scholar-Practitioner goals).

Note: Once you have made positive progress toward completion of a scholarly product or prior to the generation of your activity report at the end of the academic year, enter the details on the appropriate web pages. For details, see page 31 of this manual.

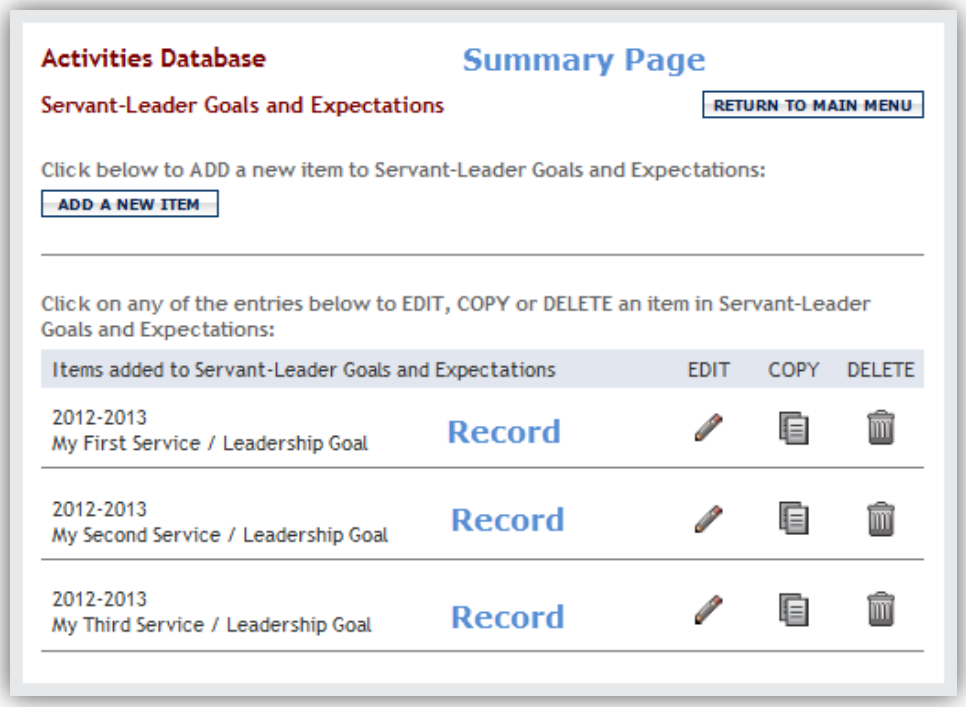
Servant – Leader Goals

Faculty should enter service and leadership goals that correspond to their role at the University (e.g., council membership, department chair, etc.) as well as goals that should be met for the advancement outcome being sought.

Start by logging into ActivityInsight and click on the "**Manage Your Activities**" link on the left side of the page.
From there click on the link titled "**Servant – Leader Goals and Expectations**"



The next page will be what is called the "**Summary Page**". This page will contain a summary of all the Servant – Leader Goals and Expectations records you have saved for this area.

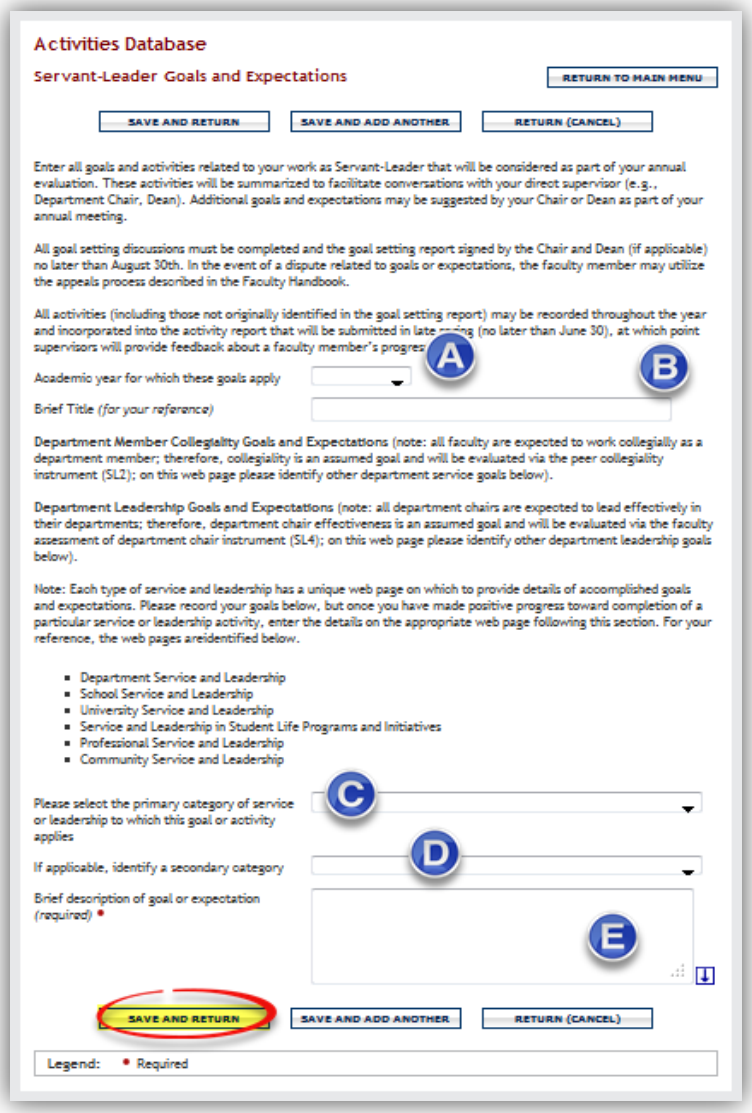

Activities Database
Summary Page
Servant-Leader Goals and Expectations
RETURN TO MAIN MENU
Click below to ADD a new item to Servant-Leader Goals and Expectations:
ADD A NEW ITEM
Click on any of the entries below to EDIT, COPY or DELETE an item in Servant-Leader Goals and Expectations:
Items added to Servant-Leader Goals and Expectations
EDIT
COPY
DELETE
2012-2013
My First Service / Leadership Goal
Record
2012-2013
My Second Service / Leadership Goal
Record
2012-2013
My Third Service / Leadership Goal
Record

Adding Servant – Leader Goals and Expectations

Enter all goals and expectations related to the Servant-Leader role that should inform an extended contract or rank promotion decision.

To add a new goal click on the "**ADD A NEW ITEM**" button.

The next screen is called the **"Data Entry"** page.


Activities Database
Servant-Leader Goals and Expectations
RETURN TO MAIN MENU
SAVE AND RETURN
SAVE AND ADD ANOTHER
RETURN (CANCEL)
Enter all goals and activities related to your work as Servant-Leader that will be considered as part of your annual evaluation. These activities will be summarized to facilitate conversations with your direct supervisor (e.g., Department Chair, Dean). Additional goals and expectations may be suggested by your Chair or Dean as part of your annual meeting.
All goal setting discussions must be completed and the goal setting report signed by the Chair and Dean (if applicable) no later than August 30th. In the event of a dispute related to goals or expectations, the faculty member may utilize the appeals process described in the Faculty Handbook.
All activities (including those not originally identified in the goal setting report) may be recorded throughout the year and incorporated into the activity report that will be submitted in late spring (no later than June 30), at which point supervisors will provide feedback about a faculty member's progress
Academic year for which these goals apply
Brief Title (for your reference)
Department Member Collegiality Goals and Expectations (note: all faculty are expected to work collegially as a department member; therefore, collegiality is an assumed goal and will be evaluated via the peer collegiality instrument (SL2); on this web page please identify other department service goals below).
Department Leadership Goals and Expectations (note: all department chairs are expected to lead effectively in their departments; therefore, department chair effectiveness is an assumed goal and will be evaluated via the faculty assessment of department chair instrument (SL4); on this web page please identify other department leadership goals below).
Note: Each type of service and leadership has a unique web page on which to provide details of accomplished goals and expectations. Please record your goals below, but once you have made positive progress toward completion of a particular service or leadership activity, enter the details on the appropriate web page following this section. For your reference, the web pages areidentified below.
Department Service and Leadership
School Service and Leadership
University Service and Leadership
Service and Leadership in Student Life Programs and Initiatives
Professional Service and Leadership
Community Service and Leadership
Please select the primary category of service or leadership to which this goal or activity applies
If applicable, identify a secondary category
Brief description of goal or expectation (required)
A
B
C
D
E
SAVE AND RETURN
SAVE AND ADD ANOTHER
RETURN (CANCEL)
Legend: Required

Data Entry

A. Start by entering the academic year for which the goals apply. Usually faculty are setting goals in anticipation of a coming year of data collection.

B. Next choose a brief title for your goal or expectation. This is the title that will display on the summary page, so choose a label for your own reference.

C. Classify the type of Servant - Leader goal you are generating.

- **Department Service and Leadership** – include positions, projects, tasks, dept. committees, events, etc.
- **School Service and Leadership** – include positions, projects, tasks, school committees, workshops, events, etc.
- **University Service and Leadership** – include positions, projects, tasks, councils, committees, task forces, events, workshops, etc.
- **Service and Leadership in Student Life Programs/Initiatives** – include positions, projects, tasks, events, committees, etc.
- **Professional Service and Leadership** – include positions, projects, tasks, councils, committees, task forces, events, etc.
- **Community Service and Leadership** – include positions, projects, tasks, councils, committees, task forces, events, etc.

D. If applicable, select a second category.

E. Provide a brief description of the goal so that others know what it is (**required**).

Once you complete this information, click "**SAVE AND RETURN**" (if you are finished adding goals) or "**SAVE AND ADD ANOTHER**" (if you are adding other Servant-Leader goals).

Note: Once you have made positive progress toward completion of a service activity or prior to the generation of your activity report at the end of the academic year, enter the details on the appropriate web pages. For details, see page 32 of this manual.

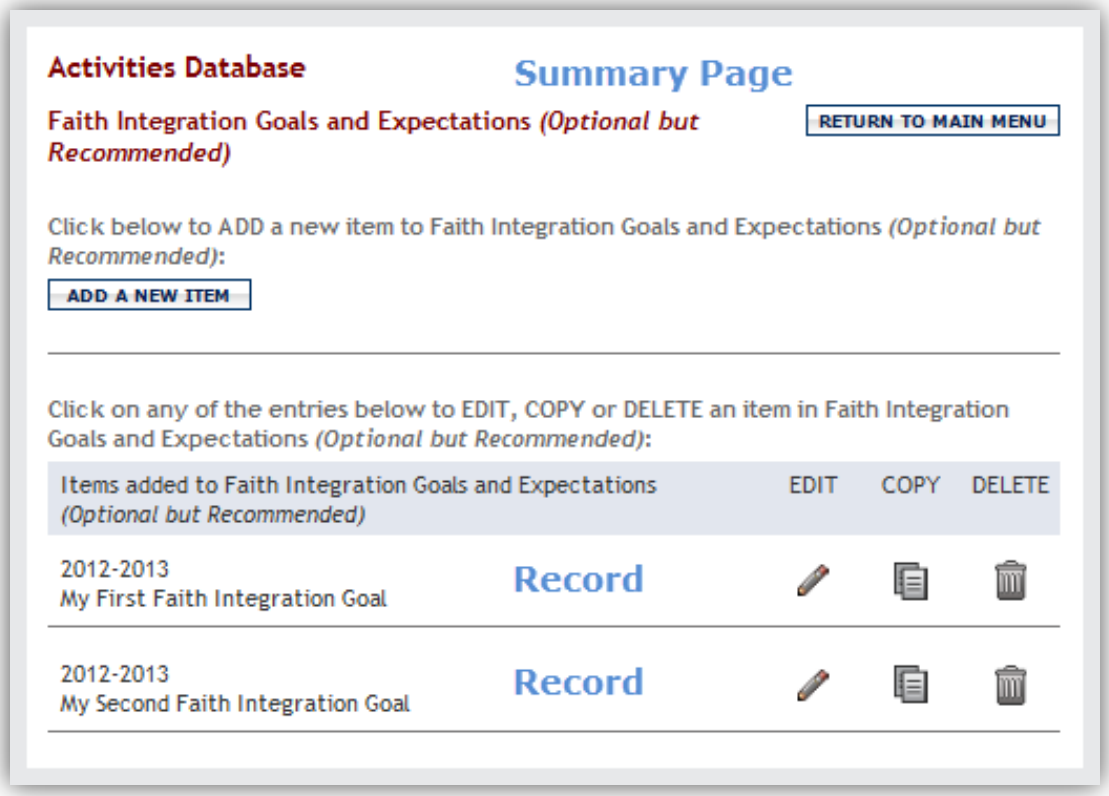
Faith Integration Goals

Faculty should enter faith integration goals that will facilitate accomplishment of the advancement outcome being sought.

Start by logging into ActivityInsight and click on the "**Manage Your Activities**" link on the left side of the page.

From there click on the link titled "**Faith Integration Goals and Expectations**"

The next page will be what is called the "**Summary Page**". This page will contain a summary of all the Faith Integration Goals and Expectations records you have saved for this area.

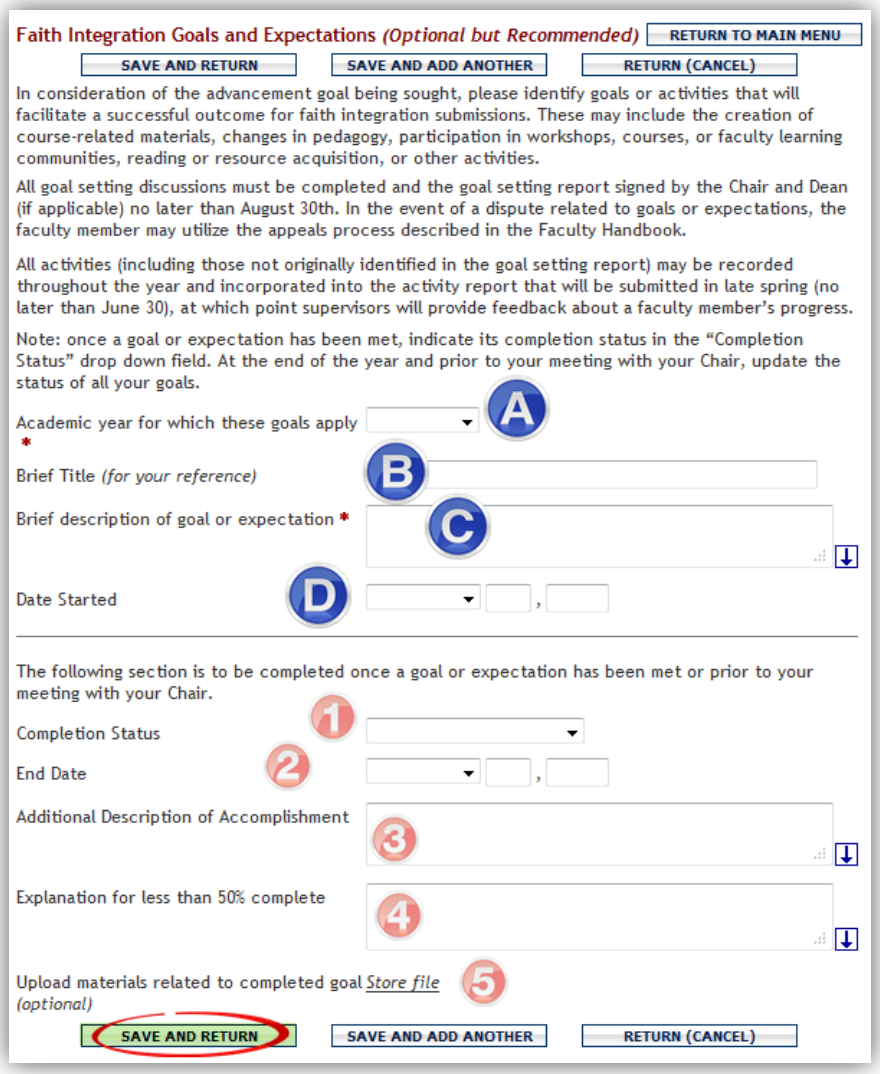

Activities Database
Summary Page
Faith Integration Goals and Expectations (Optional but Recommended)
RETURN TO MAIN MENU
Click below to ADD a new item to Faith Integration Goals and Expectations (Optional but Recommended):
ADD A NEW ITEM
Click on any of the entries below to EDIT, COPY or DELETE an item in Faith Integration Goals and Expectations (Optional but Recommended):
Items added to Faith Integration Goals and Expectations (Optional but Recommended)
EDIT
COPY
DELETE
2012-2013
My First Faith Integration Goal
Record
2012-2013
My Second Faith Integration Goal
Record

Adding Faith Integration Goals and Expectations

Enter all goals and expectations related to Faith Integration that should inform an extended contract or rank promotion decision.

To add a new goal click on the "**ADD A NEW ITEM**" button.

The next screen is called the **"Data Entry"** page.


Faith Integration Goals and Expectations (Optional but Recommended)
RETURN TO MAIN MENU
SAVE AND RETURN
SAVE AND ADD ANOTHER
RETURN (CANCEL)
In consideration of the advancement goal being sought, please identify goals or activities that will facilitate a successful outcome for faith integration submissions. These may include the creation of course-related materials, changes in pedagogy, participation in workshops, courses, or faculty learning communities, reading or resource acquisition, or other activities.
All goal setting discussions must be completed and the goal setting report signed by the Chair and Dean (if applicable) no later than August 30th. In the event of a dispute related to goals or expectations, the faculty member may utilize the appeals process described in the Faculty Handbook.
All activities (including those not originally identified in the goal setting report) may be recorded throughout the year and incorporated into the activity report that will be submitted in late spring (no later than June 30), at which point supervisors will provide feedback about a faculty member's progress.
Note: once a goal or expectation has been met, indicate its completion status in the "Completion Status" drop down field. At the end of the year and prior to your meeting with your Chair, update the status of all your goals.
Academic year for which these goals apply *
A
Brief Title (for your reference)
B
Brief description of goal or expectation *
C
Date Started
D
The following section is to be completed once a goal or expectation has been met or prior to your meeting with your Chair.
1
Completion Status
2
End Date
Additional Description of Accomplishment
3
Explanation for less than 50% complete
4
Upload materials related to completed goal Store file (optional)
5
SAVE AND RETURN
SAVE AND ADD ANOTHER
RETURN (CANCEL)

Data Entry

A. Start by entering the academic year for which the goals apply. Usually faculty are setting goals in anticipation of a coming year of data collection.

B. Next choose a brief title for your goal or expectation. This is the title that will display on the summary page, so choose a label for your own reference.

C. Provide a brief description of the goal so that others know what it is (required).

D. Enter a start date for the goal.

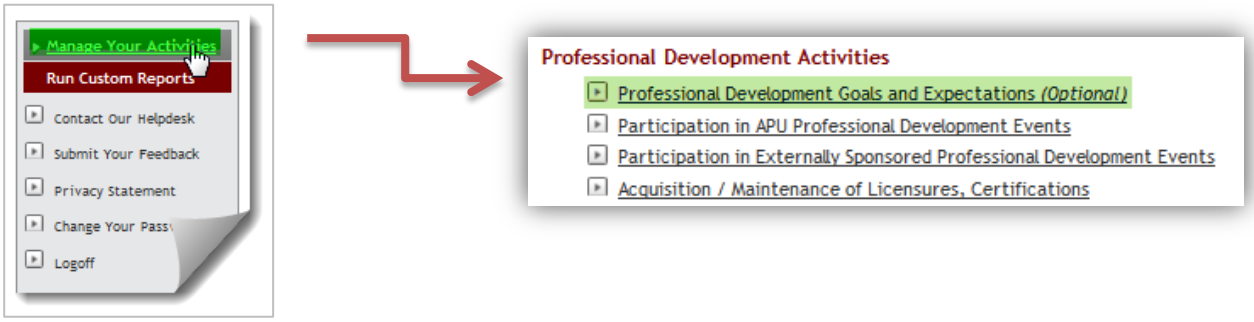
Once you complete this information, click "**SAVE AND RETURN**" (if you are finished adding goals) or "**SAVE AND ADD ANOTHER**" (if you are adding other faith integration goals).

During the year, as you complete a goal or prior to the generation of your activity report at the end of the academic year, you will need to go back to your goal, select edit, and complete the information at the bottom of the page. For details, see page 33 of this manual.

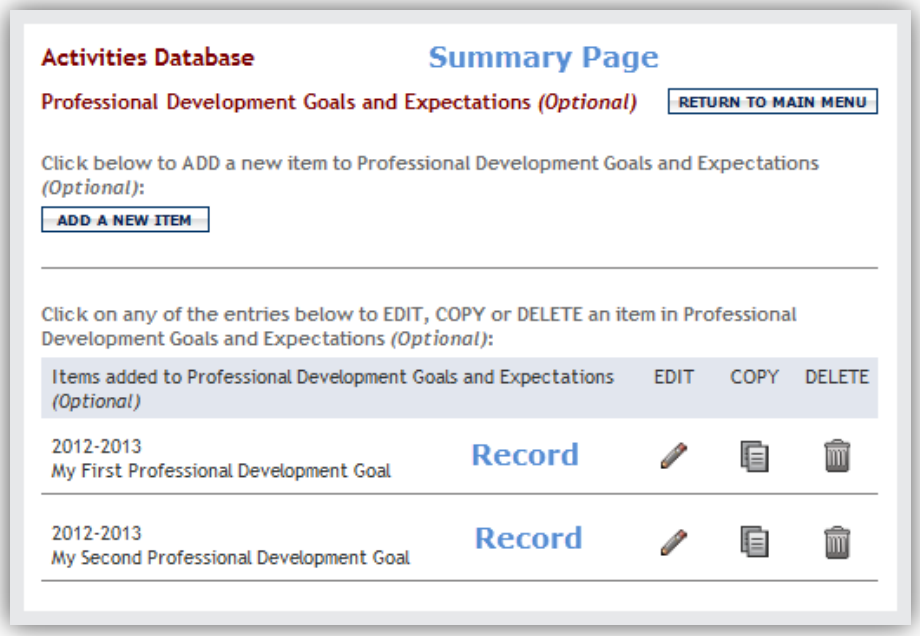
Professional Development Goals

Faculty should enter professional development goals that will facilitate accomplishment of the advancement outcome being sought.

Start by logging into ActivityInsight and click on the "**Manage Your Activities**" link on the left side of the page. From there click on the link titled "**Professional Development Goals and Expectations**"



The next page will be what is called the "**Summary Page**". This page will contain a summary of all the Professional Development Goals and Expectations records you have saved for this area.

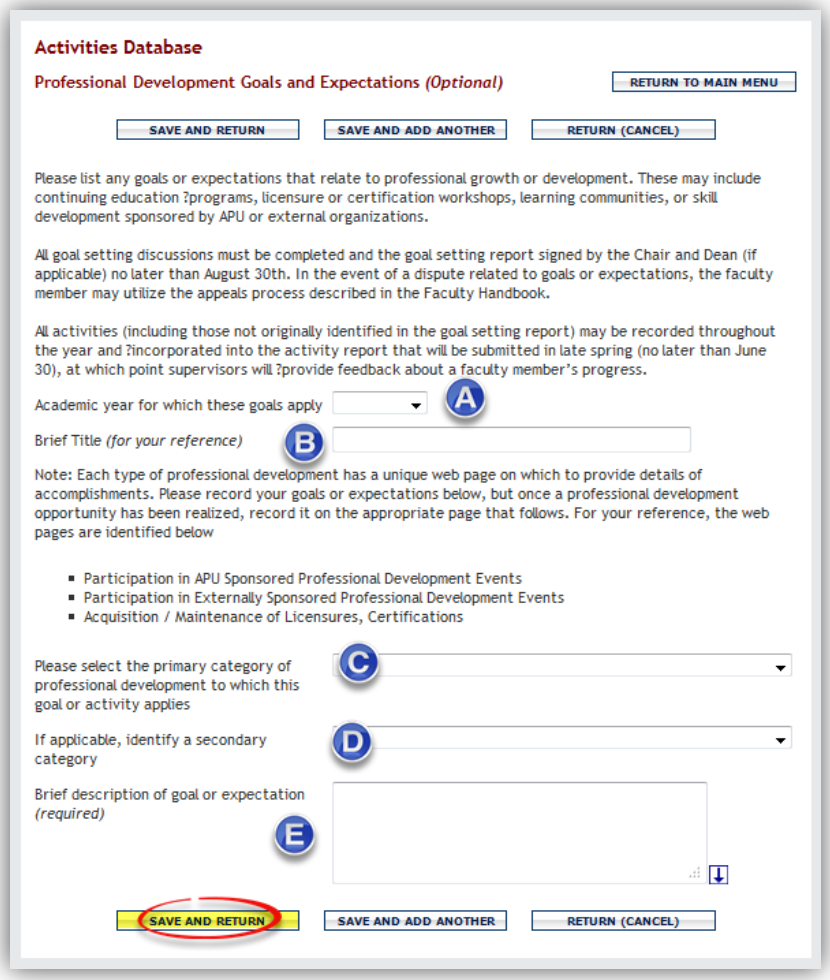

Activities Database
Summary Page
Professional Development Goals and Expectations (Optional)
RETURN TO MAIN MENU
Click below to ADD a new item to Professional Development Goals and Expectations (Optional):
ADD A NEW ITEM
Click on any of the entries below to EDIT, COPY or DELETE an item in Professional Development Goals and Expectations (Optional):
Items added to Professional Development Goals and Expectations (Optional)
EDIT
COPY
DELETE
2012-2013
My First Professional Development Goal
Record
2012-2013
My Second Professional Development Goal
Record

Adding Professional Development Goals and Expectations

Enter all goals and expectations related to professional development that should inform an extended contract or rank promotion decision.

To add a new goal click on the "**ADD A NEW ITEM**" button.

The next screen is called the **"Data Entry"** page.


Activities Database
Professional Development Goals and Expectations (Optional)
RETURN TO MAIN MENU
SAVE AND RETURN
SAVE AND ADD ANOTHER
RETURN (CANCEL)
Please list any goals or expectations that relate to professional growth or development. These may include continuing education ?programs, licensure or certification workshops, learning communities, or skill development sponsored by APU or external organizations.
All goal setting discussions must be completed and the goal setting report signed by the Chair and Dean (if applicable) no later than August 30th. In the event of a dispute related to goals or expectations, the faculty member may utilize the appeals process described in the Faculty Handbook.
All activities (including those not originally identified in the goal setting report) may be recorded throughout the year and ?incorporated into the activity report that will be submitted in late spring (no later than June 30), at which point supervisors will ?provide feedback about a faculty member's progress.
Academic year for which these goals apply
A
Brief Title (for your reference)
B
Note: Each type of professional development has a unique web page on which to provide details of accomplishments. Please record your goals or expectations below, but once a professional development opportunity has been realized, record it on the appropriate page that follows. For your reference, the web pages are identified below
Participation in APU Sponsored Professional Development Events
Participation in Externally Sponsored Professional Development Events
Acquisition / Maintenance of Licensures, Certifications
Please select the primary category of professional development to which this goal or activity applies
C
If applicable, identify a secondary category
D
Brief description of goal or expectation (required)
E
SAVE AND RETURN
SAVE AND ADD ANOTHER
RETURN (CANCEL)

Data Entry

A. Start by entering the academic year for which the goals apply. Usually faculty are setting goals in anticipation of a coming year of data collection.

B. Next choose a brief title for your goal or expectation. This is the title that will display on the summary page, so choose a label for your own reference.

C. Classify the type of professional development goal you are generating.

- **Participation in APU Sponsored Professional Development Events**
- **Participation in Externally Sponsored Professional Development Events**
- **Acquisition / Maintenance of Licensures, Certifications**

D. If applicable, choose a second category..

E. Provide a brief description of the goal so that others know what it is (**required**).

Once you complete this information, click "**SAVE AND RETURN**" (if you are finished adding goals) or "**SAVE AND ADD ANOTHER**" (if you are adding other professional development goals).

Note: Once you have made positive progress toward completion of a professional development activity or prior to the generation of your activity report at the end of the academic year, enter the details on the appropriate web pages. For details, see page 34 of this manual.

Generate and Upload a Goals and Expectations Report

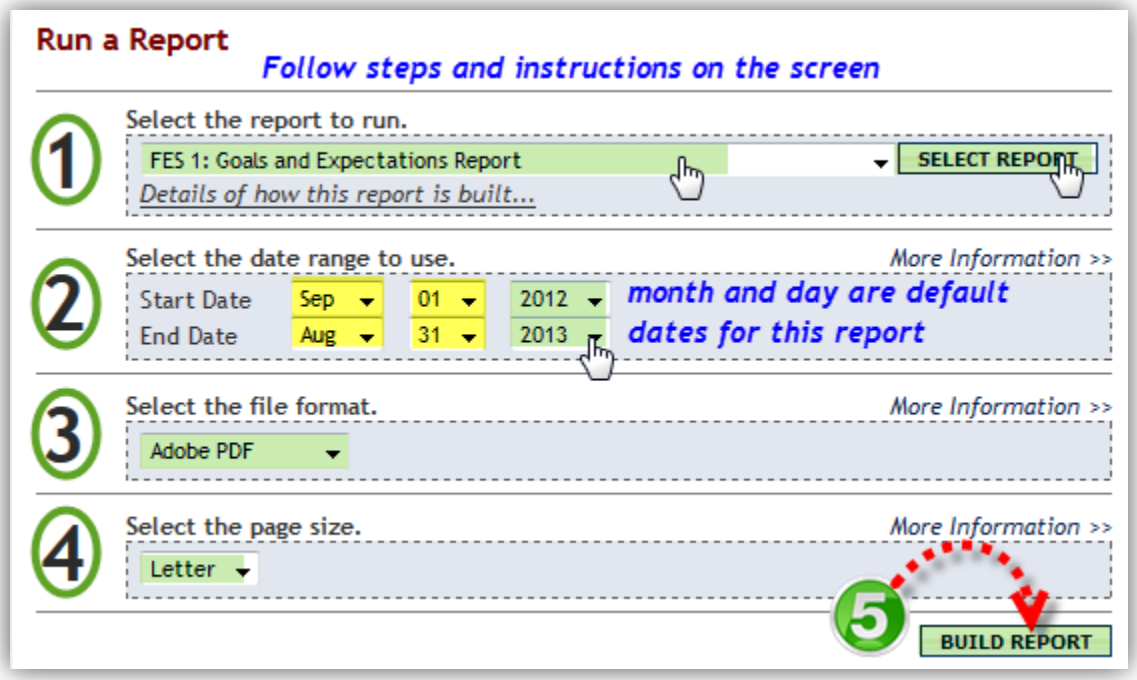
Once an agreed-upon set of goals and expectations has been entered into Activity Insight, the faculty member generates a summary report (called **Goals and Expectations Report**), which is then uploaded as a PDF file back into the faculty member's account under the web link titled "**Annual Supervisor Approval of Goals and Expectations**", found under the Advancement Portfolio Data section in Manage Your Activities.

Running Goals and Expectations Report

Click on the "**Run Custom Reports**" link in the navigation menu

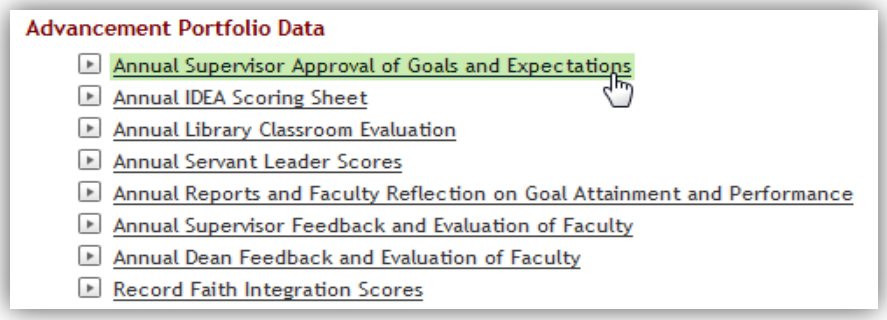
1. Select from the drop down list the "**FES 1: Goals and Expectations Report**". Then click the **SELECT REPORT** button.
2. Date range: Each custom report has a set date range that accumulates the data needed for an FES report. If you need to view more than one FES year, change only the year fields.
   The date range for the FES 1: Goals and Expectations Report is Sept 1 to Aug 31
3. Select the format type: **Adobe PDF**
4. Select page size from dropdown
5. Click **BUILD REPORT** button

Save the document to a location you can find on your computer



Uploading Goals and Expectation Report

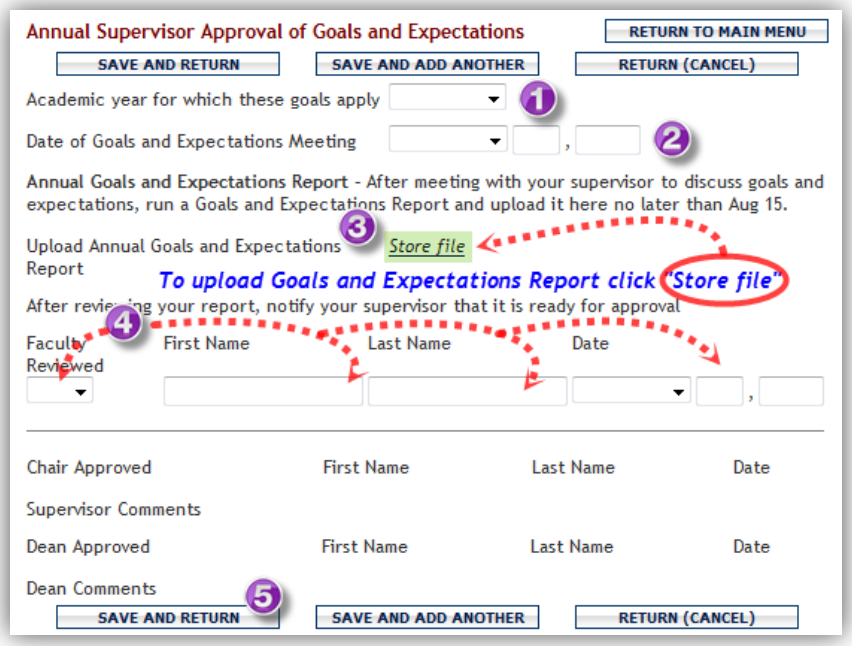
After you have generated and saved a "**Goals and Expectations Report**", upload it to the screen under the web link titled "**Annual Supervisor Approval of Goals and Expectations**", found under the Advancement Portfolio Data section in Manage Your Activities.


Advancement Portfolio Data
Annual Supervisor Approval of Goals and Expectations
Annual IDEA Scoring Sheet
Annual Library Classroom Evaluation
Annual Servant Leader Scores
Annual Reports and Faculty Reflection on Goal Attainment and Performance
Annual Supervisor Feedback and Evaluation of Faculty
Annual Dean Feedback and Evaluation of Faculty
Record Faith Integration Scores

STEPS FOR UPLOADING YOUR REPORT:

Click on the link "**Annual Supervisor Approval of Goals and Expectations**"

1. Enter the academic year for which the goals apply.
2. Enter the date that you met with your supervisor to discuss these goals.
3. Upload the PDF report.
4. Verify that you (the faculty member) have reviewed the report by selecting "yes" from the drop down list and entering your name and date.
5. Click "**SAVE AND RETURN**". Notify your supervisor via e-mail that the report is ready for their review.



After you have notified your supervisor that the report is ready for review, your supervisor will record approval by completing the appropriate fields[1]. **Goals and Expectation Reports should be uploaded by June 30 whenever possible. Supervisors are required to review and respond to goal reports by August 30.**

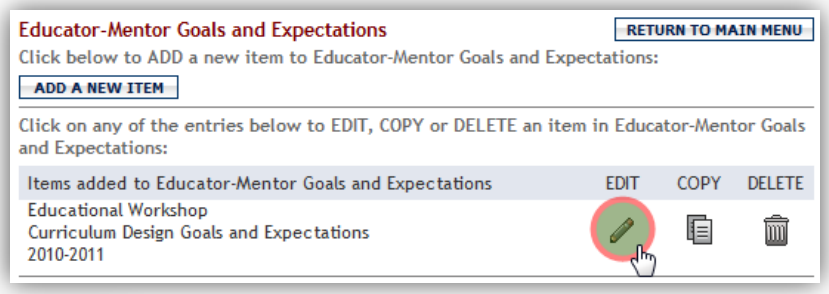
[1] *For instructions on how to do this see the "ActivityInsight Supervisor User Guide"*

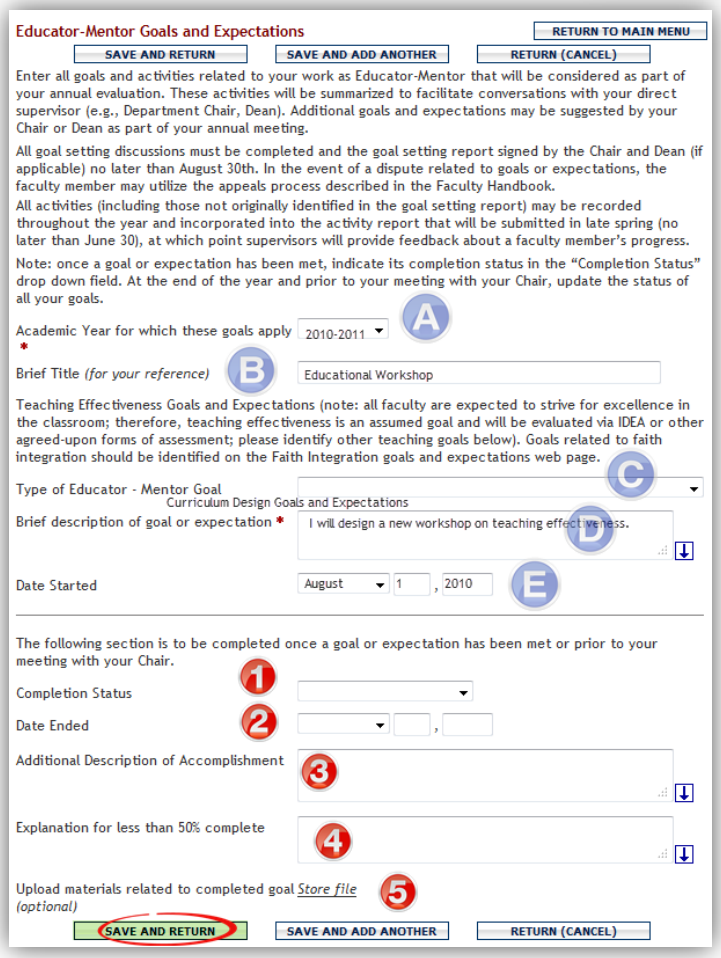
Record Activities from the Academic Year

As the year progresses or prior to one's annual meeting with a supervisor, faculty will record their activities as evidence of the successful completion of their goals and to record significant accomplishments. This recording may take place as activities are completed (this is recommended) or at the end of an academic year. The following pages identify how to record activities and accomplishments.

Recording Educator-Mentor Activities

During the year, as you complete a goal or prior to the generation of your activity report at the end of the academic year, you will need to go back to each Educator-Mentor goal, select edit, and complete the information at the bottom of the page.


Educator-Mentor Goals and Expectations
RETURN TO MAIN MENU
Click below to ADD a new item to Educator-Mentor Goals and Expectations:
ADD A NEW ITEM
Click on any of the entries below to EDIT, COPY or DELETE an item in Educator-Mentor Goals and Expectations:
Items added to Educator-Mentor Goals and Expectations
EDIT
COPY
DELETE
Educational Workshop
Curriculum Design Goals and Expectations
2010-2011


Educator-Mentor Goals and Expectations
RETURN TO MAIN MENU
SAVE AND RETURN
SAVE AND ADD ANOTHER
RETURN (CANCEL)
Enter all goals and activities related to your work as Educator-Mentor that will be considered as part of your annual evaluation. These activities will be summarized to facilitate conversations with your direct supervisor (e.g., Department Chair, Dean). Additional goals and expectations may be suggested by your Chair or Dean as part of your annual meeting.
All goal setting discussions must be completed and the goal setting report signed by the Chair and Dean (if applicable) no later than August 30th. In the event of a dispute related to goals or expectations, the faculty member may utilize the appeals process described in the Faculty Handbook.
All activities (including those not originally identified in the goal setting report) may be recorded throughout the year and incorporated into the activity report that will be submitted in late spring (no later than June 30), at which point supervisors will provide feedback about a faculty member's progress.
Note: once a goal or expectation has been met, indicate its completion status in the "Completion Status" drop down field. At the end of the year and prior to your meeting with your Chair, update the status of all your goals.
Academic Year for which these goals apply *
2010-2011
A
Brief Title (for your reference)
B
Educational Workshop
Teaching Effectiveness Goals and Expectations (note: all faculty are expected to strive for excellence in the classroom; therefore, teaching effectiveness is an assumed goal and will be evaluated via IDEA or other agreed-upon forms of assessment; please identify other teaching goals below). Goals related to faith integration should be identified on the Faith Integration goals and expectations web page.
Type of Educator - Mentor Goal
C
Curriculum Design Goals and Expectations
Brief description of goal or expectation *
D
I will design a new workshop on teaching effectiveness.
Date Started
August
1
2010
E
The following section is to be completed once a goal or expectation has been met or prior to your meeting with your Chair.
1
Completion Status
2
Date Ended
Additional Description of Accomplishment
3
Explanation for less than 50% complete
4
Upload materials related to completed goal (optional)
Store file
5
SAVE AND RETURN
SAVE AND ADD ANOTHER
RETURN (CANCEL)

This includes:

1. Completion Status (%)

2. Enter End Date – this is the date you completed the goal

3. Additional Description of Accomplishment

4. Explanation for less than 50% complete

5. Upload materials related to completed goal (optional)

Click "**SAVE AND RETURN**"

Should you accomplish an educator-mentor activity that was not included in your Goals and Expectation Report, you may still record it by adding a new goal and the completion status of that new goal.

NOTE: For the link titled "**Student, Advising, Mentoring, and Non-Classroom Teaching and Instruction**", fill in the appropriate fields, including Start and End dates. Additionally to ensure correct reporting in FES you will need to assign the academic year to which the activity applies for FES.

Recording Scholar-Practitioner Activities

Scholar-Practitioner Activities
Scholar-Practitioner Goals and Expectations
Scholarship / Research Progress
Artistic and Professional Performances and Exhibits
Contracts, Fellowships, Grants and Sponsored Research
Consulting / Professional Workshops
Intellectual Property (e.g., copyrights, patents)
Scholarly Presentations
Published Works
Professional Reviewer of External Scholarly Work

Once you have completed a scholarship goal, you will need to enter the details in the appropriate scholarship link. For example, if you generated a goal of presenting your research at a national conference, then you would enter the details of your conference presentation in the link titled "**Scholarly Presentations**." Ideally, the category you selected in the Scholar-Practitioner Goals and Expectation section of your Goals and Expectation Report should match the category you select when recording the completed scholarship.

Should you accomplish scholarship that was not included in your Goals and Expectation Report, you may still record it in the appropriate link.

NOTE: To ensure correct reporting in FES you will need to assign the academic year to which this scholarship activity applies for FES by selecting the drop down list.

Recording Servant-Leader Activities

Servant-Leader Activities
Servant-Leader Goals and Expectations
Department Service and Leadership
School Service and Leadership
University Service and Leadership
Service and Leadership in Student Life Programs and Initiatives
Professional Service and Leadership
Community Service and Leadership

Once you have completed a servant-leader goal or as you approach the end of the academic year, you will need to enter the details in the appropriate service link. For example, if you indicated you were going to serve on a Council in your Goals and Expectation Report, you would insert the details of your service in the University Service link. Ideally, the category you selected in the Servant-Leader Goals and Expectation section of your Goals and Expectation Report should match the category you select when recording the completed service.

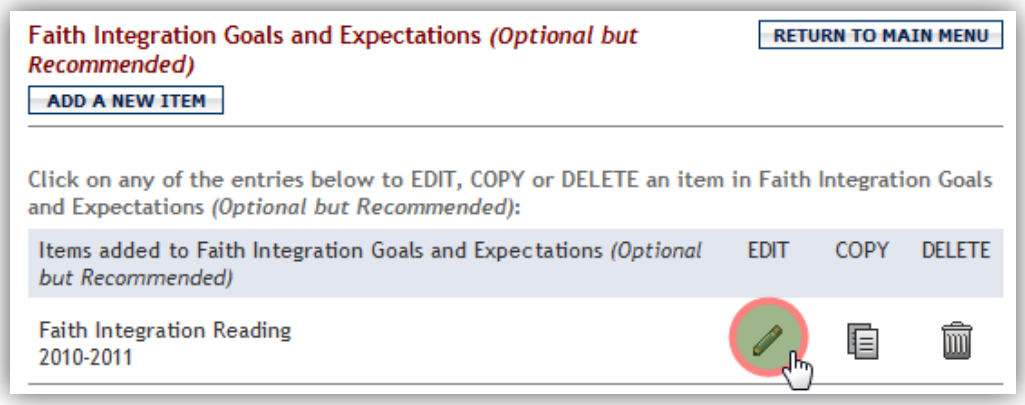
Be sure to enter a start date for every form of service you record. If you have not completed your service by the end of the academic year, you may leave the end date blank. Until an ending date is selected, the activity will appear in every year's activity report.

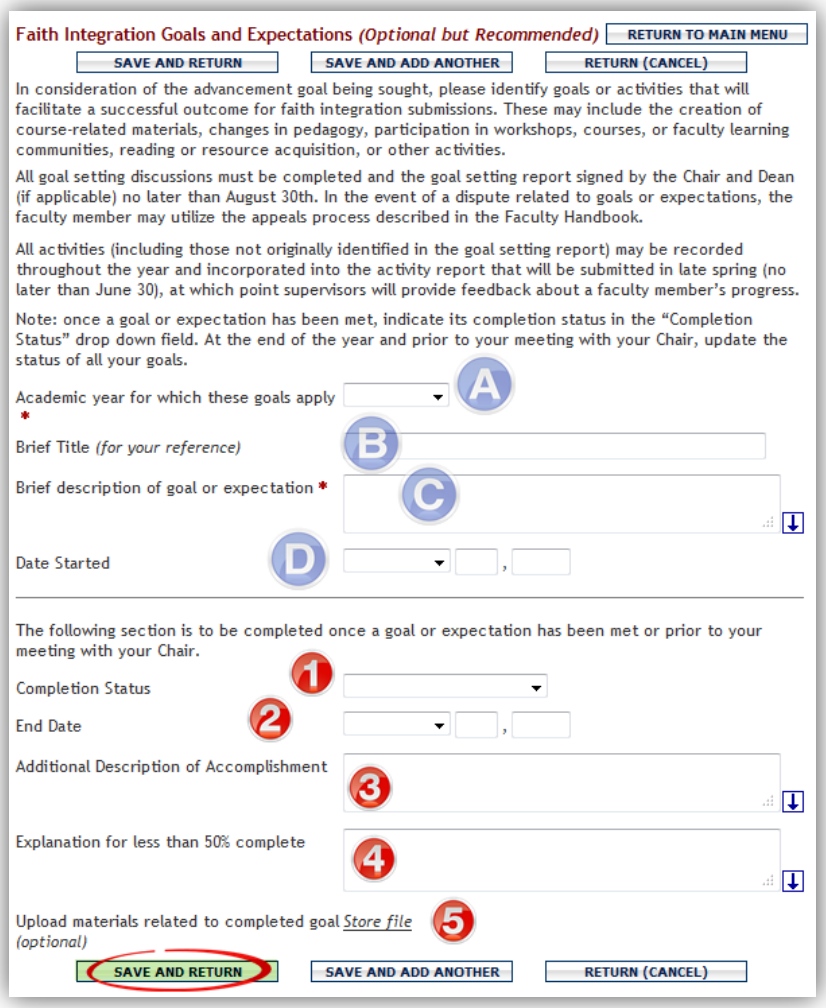
Should you engage in service that was not included in your Goals and Expectation Report, you may still record it in the appropriate link.

NOTE: To ensure correct reporting in FES you will need to assign the academic year to which this servant leader activity applies for FES by selecting the drop down list.

Recording Faith Integration Activities

During the year, as you complete a goal or prior to the generation of your activity report at the end of the academic year, you will need to go back to each Faith Integration goal, select edit, and complete the information at the bottom of the page.


Faith Integration Goals and Expectations (Optional but Recommended)
RETURN TO MAIN MENU
ADD A NEW ITEM
Click on any of the entries below to EDIT, COPY or DELETE an item in Faith Integration Goals and Expectations (Optional but Recommended):
Items added to Faith Integration Goals and Expectations (Optional but Recommended)
EDIT
COPY
DELETE
Faith Integration Reading 2010-2011


Faith Integration Goals and Expectations (Optional but Recommended)
RETURN TO MAIN MENU
SAVE AND RETURN
SAVE AND ADD ANOTHER
RETURN (CANCEL)
In consideration of the advancement goal being sought, please identify goals or activities that will facilitate a successful outcome for faith integration submissions. These may include the creation of course-related materials, changes in pedagogy, participation in workshops, courses, or faculty learning communities, reading or resource acquisition, or other activities.
All goal setting discussions must be completed and the goal setting report signed by the Chair and Dean (if applicable) no later than August 30th. In the event of a dispute related to goals or expectations, the faculty member may utilize the appeals process described in the Faculty Handbook.
All activities (including those not originally identified in the goal setting report) may be recorded throughout the year and incorporated into the activity report that will be submitted in late spring (no later than June 30), at which point supervisors will provide feedback about a faculty member's progress.
Note: once a goal or expectation has been met, indicate its completion status in the "Completion Status" drop down field. At the end of the year and prior to your meeting with your Chair, update the status of all your goals.
Academic year for which these goals apply *
A
Brief Title (for your reference)
B
Brief description of goal or expectation *
C
Date Started
D
The following section is to be completed once a goal or expectation has been met or prior to your meeting with your Chair.
Completion Status
1
End Date
2
Additional Description of Accomplishment
3
Explanation for less than 50% complete
4
Upload materials related to completed goal Store file (optional)
5
SAVE AND RETURN
SAVE AND ADD ANOTHER
RETURN (CANCEL)

This includes:

1. Completion Status (%)

2. Enter End Date – this is the date you completed the goal.

3. Additional Description of Accomplishment

4. Explanation for less than 50% complete

5. Upload materials related to completed goal (optional)

Click "**SAVE AND RETURN**"

Should you accomplish a faith integration activity that was not included in your goals and expectations report, you may still record it by adding a new goal and the completion status of that goal.

Recording Professional Development Activities

Professional Development Activities
Professional Development Goals and Expectations (Optional)
Participation in APU Professional Development Events
Participation in Externally Sponsored Professional Development Events
Acquisition / Maintenance of Licensures, Certifications

Once you have completed a professional development goal or as you approach the end of the academic year, you will need enter the details in the appropriate professional development link. For example, if you indicated you were going to attend a workshop for continuing education credit, you would insert the details of the workshop in the appropriate link. Ideally, the category you selected in the Professional Development Goals and Expectation section of your Goals and Expectation Report should match the category you select when recording the completed professional development.

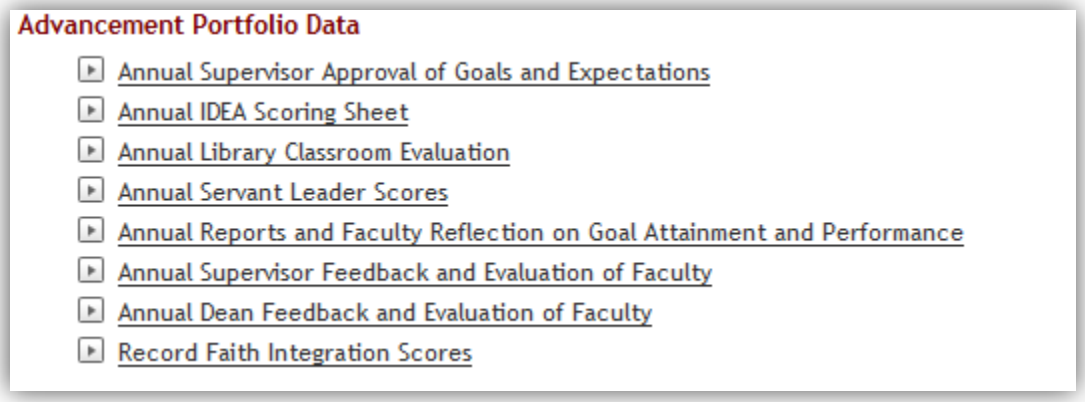
Be sure to enter a start date and ending date for every form of development you record. Until an ending date is selected, the activity will appear in every year's activity report.

Should you engage in professional development that was not included in your Goals and Expectation Report, you may still record it in the appropriate link.

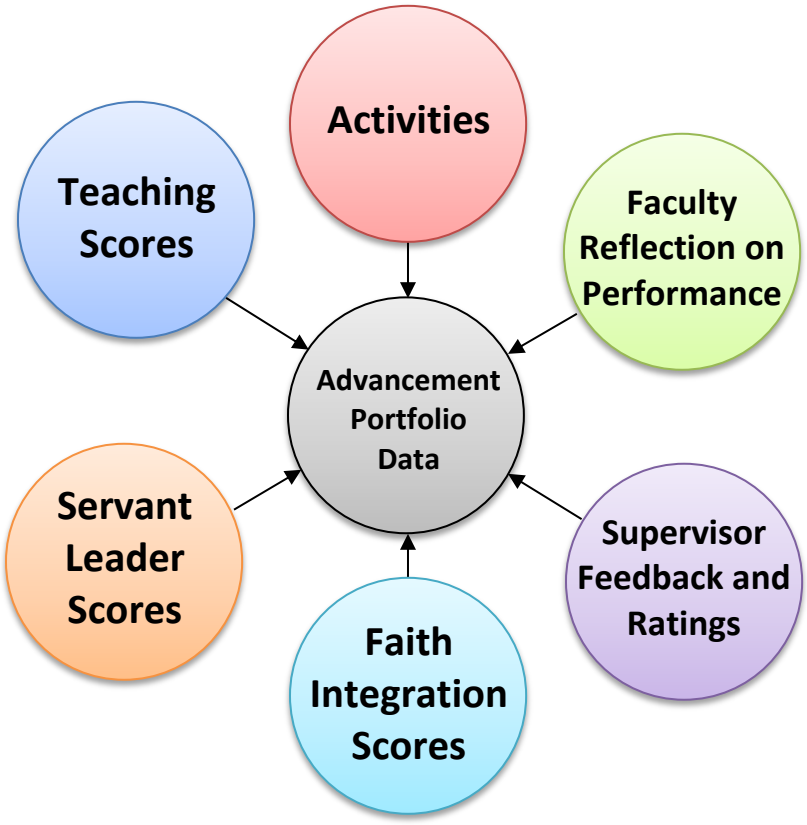
NOTE: To ensure correct reporting in FES you will need to assign the academic year to which this professional development activity applies for FES by selecting the drop down list.

Upload and Review Advancement Data

All advancement data needed for an extended contract and rank promotion decision is collected in the section titled **Advancement Portfolio Data** as described below. Each year faculty will be able to view data from the current academic year, as well as data collected in prior years.


Advancement Portfolio Data
Annual Supervisor Approval of Goals and Expectations
Annual IDEA Scoring Sheet
Annual Library Classroom Evaluation
Annual Servant Leader Scores
Annual Reports and Faculty Reflection on Goal Attainment and Performance
Annual Supervisor Feedback and Evaluation of Faculty
Annual Dean Feedback and Evaluation of Faculty
Record Faith Integration Scores

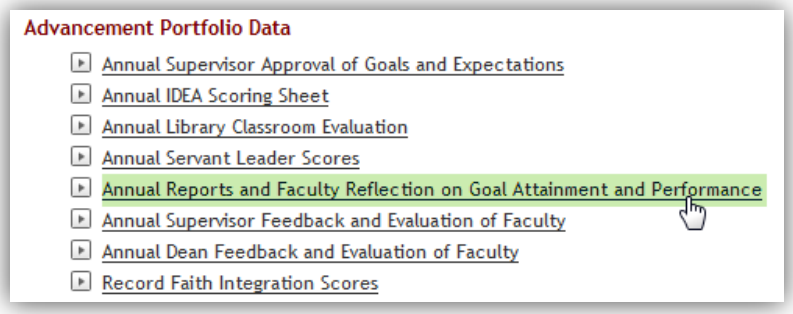
At the end of the traditional spring semester and prior to meeting with their supervisor for a performance review, faculty should ensure that all data is collected in Activity Insight, that appropriate reports are generated and uploaded, and that faculty have engaged in personal reflection about their accomplishments in each of the roles.



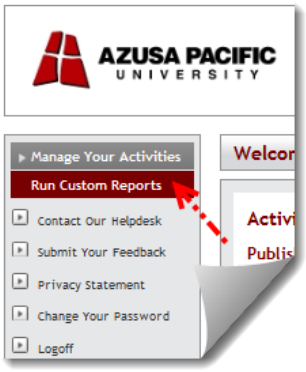
The following sections describe how and where advancement data is collected, as well as how to generate and upload the appropriate reports.

Generate and Upload an Activity Report

Once a faculty member has updated all of their activities as described in the prior section, the faculty member generates an **Activity Report**, which is then uploaded as a PDF file back into the faculty member's account under the web link titled "**Annual Reports and Reflection on Faculty Performance and Goal Attainment**", found under the Advancement Portfolio Data section in Manage Your Activities.


Advancement Portfolio Data
Annual Supervisor Approval of Goals and Expectations
Annual IDEA Scoring Sheet
Annual Library Classroom Evaluation
Annual Servant Leader Scores
Annual Reports and Faculty Reflection on Goal Attainment and Performance
Annual Supervisor Feedback and Evaluation of Faculty
Annual Dean Feedback and Evaluation of Faculty
Record Faith Integration Scores

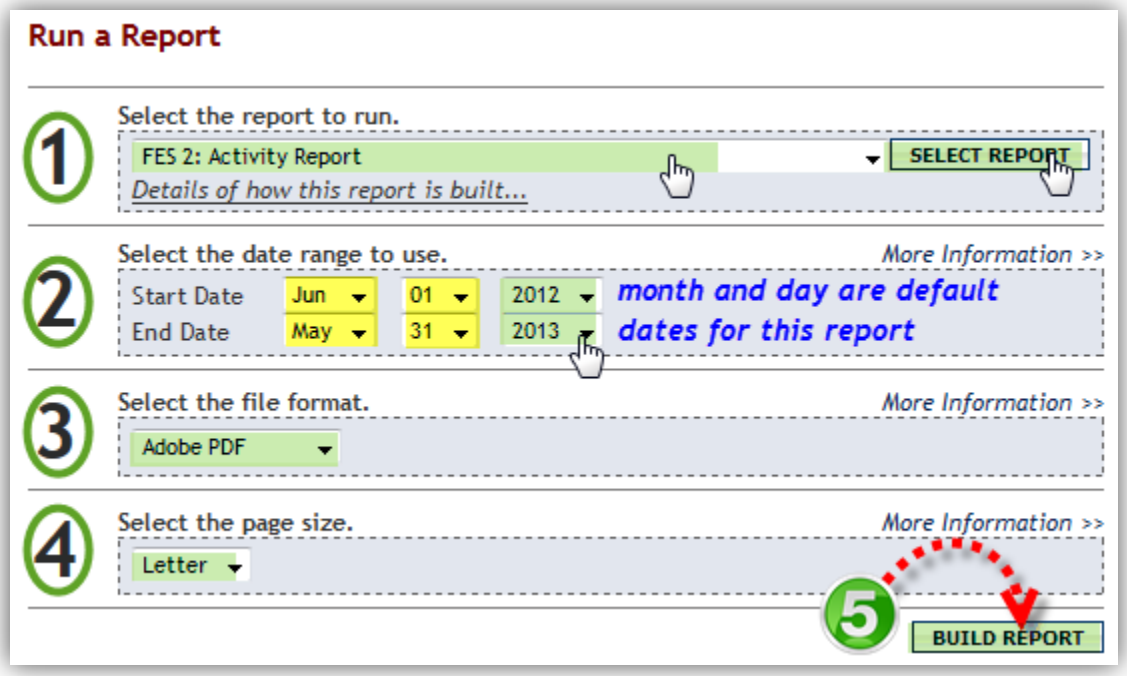
Running an Activity Report



Click on the "**Run Custom Reports**" link in the navigation menu

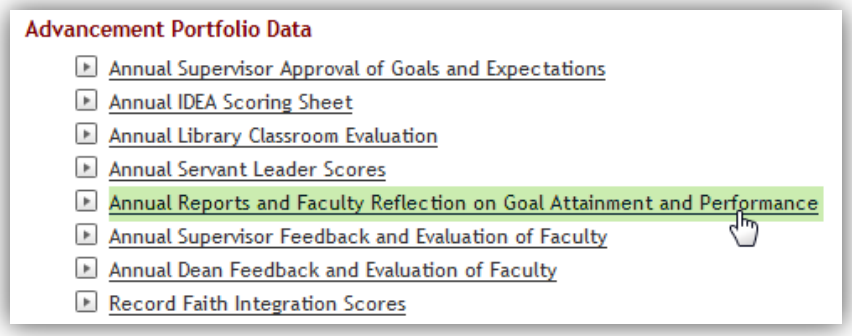
1. Select from the drop down list the "**FES 2: Activity Report**". Then click the **SELECT REPORT** button.
2. Date range: Each custom report has a set date range that accumulates the data needed for an FES report. If you need to view more than one FES year, change only the year fields.
   The date range for the FES 2: Activity Report is June 1 to May 31
3. Select the format type: **Adobe PDF**
4. Select page size from dropdown
5. Click **BUILD REPORT** button

Save the document to a location you can find on your computer



Uploading an Activity Report

After you have generated and saved the "**Activity Report**", upload it to the screen under the web link titled "**Annual Reports and Faculty Reflection on Goal Attainment and Performance**", found under the Advancement Portfolio Data section in Manage Your Activities.


Advancement Portfolio Data
Annual Supervisor Approval of Goals and Expectations
Annual IDEA Scoring Sheet
Annual Library Classroom Evaluation
Annual Servant Leader Scores
Annual Reports and Faculty Reflection on Goal Attainment and Performance
Annual Supervisor Feedback and Evaluation of Faculty
Annual Dean Feedback and Evaluation of Faculty
Record Faith Integration Scores

STEPS FOR UPLOADING YOUR REPORT

Click on the link "**Annual Reports and Faculty Reflection on Goal Attainment and Performance**"

1. Enter the academic year for which the activities apply.
2. Click the "***Store file***" link to upload the saved Activity Report document.
3. Enter the date you uploaded the report for viewing by your supervisor.
   Click "**SAVE AND RETURN**"

Annual Reports and Faculty Reflection on Goal Attainment and Performance
RETURN TO MAIN MENU
SAVE AND RETURN
SAVE AND ADD ANOTHER
RETURN (CANCEL)
Academic year upon which you are reflecting
1
Annual Activity Report
Prior to meeting with your supervisor, update all goals and activities accomplished to date and generate an activity report.
Upload report here.
Upload Activity Report
Store file
2
3
Date Activity Report shared with Chair/Supervisor

View Annual Servant Leader Scores

Servant Leader collegiality scores will be recorded by the Office of Faculty Evaluation and will be available for viewing in mid-May. To View your peer score, click on the link titled "**Annual Servant Leader Score**".

A specific report is not generated for these scores, but scores will appear in the Scoring Summary Report, and faculty may view and reflect on them as part of their annual reflection.

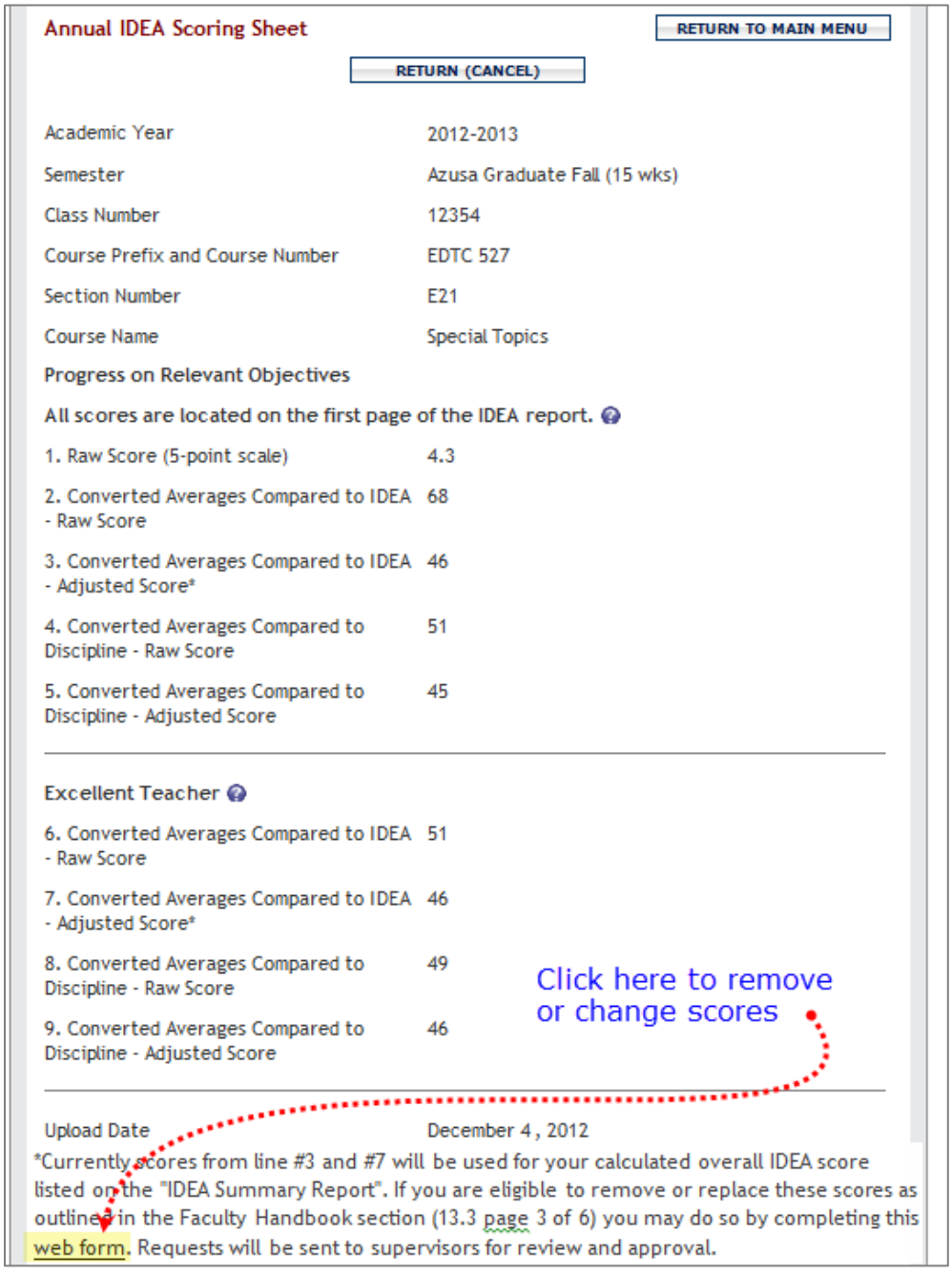
Activities Database
Annual Servant Leader Scores
RETURN TO MAIN MENU
Note: You do not have access to modify one or more fields on this screen. If changes are needed to any fields you cannot modify, please contact your Digital Measures Administrator, Sue Olson, by clicking here.
RETURN (CANCEL)
Academic Year 2010-2011
SL2 - Overall score on Department Member Collegiality 3.0
SL4 - Overall score on Faculty Evaluation of Department Chair
Date scores were uploaded for faculty viewing July 13 , 2011
RETURN (CANCEL)

View Teaching Scores and Upload Report

On or around May 31, the Office of Faculty Evaluation will upload all available teaching data for review.

Viewing IDEA Data

For faculty using IDEA in their classes, the data will be uploaded to the link titled "**Annual IDEA Scoring Sheet**" for the classes that were evaluated. It is important to know that for this data to be uploaded correctly, information on the IDEA request web form will need to be accurate, specifically the Faculty Name, Class Number and Semester. If it is not accurate, the upload will be incomplete.

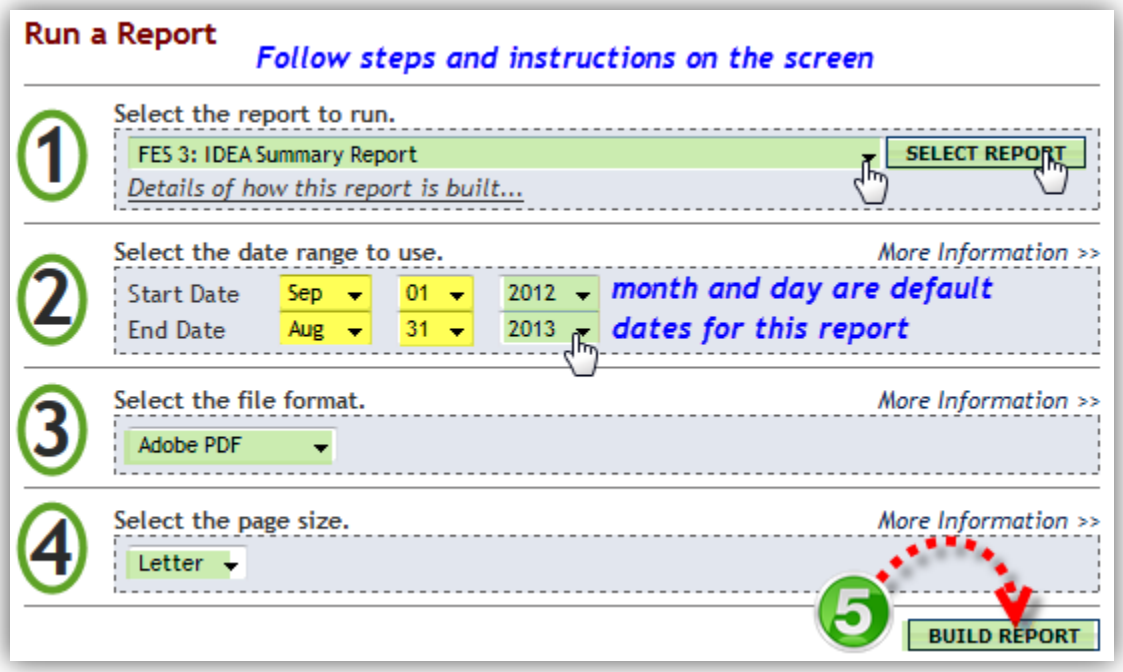

Annual IDEA Scoring Sheet
RETURN TO MAIN MENU
RETURN (CANCEL)
Academic Year 2012-2013
Semester Azusa Graduate Fall (15 wks)
Class Number 12354
Course Prefix and Course Number EDTC 527
Section Number E21
Course Name Special Topics
Progress on Relevant Objectives
All scores are located on the first page of the IDEA report.
1. Raw Score (5-point scale) 4.3
2. Converted Averages Compared to IDEA - Raw Score 68
3. Converted Averages Compared to IDEA - Adjusted Score* 46
4. Converted Averages Compared to Discipline - Raw Score 51
5. Converted Averages Compared to Discipline - Adjusted Score 45
Excellent Teacher
6. Converted Averages Compared to IDEA - Raw Score 51
7. Converted Averages Compared to IDEA - Adjusted Score* 46
8. Converted Averages Compared to Discipline - Raw Score 49
9. Converted Averages Compared to Discipline - Adjusted Score 46
Click here to remove or change scores
Upload Date December 4, 2012
*Currently scores from line #3 and #7 will be used for your calculated overall IDEA score listed on the "IDEA Summary Report". If you are eligible to remove or replace these scores as outlined in the Faculty Handbook section (13.3 page 3 of 6) you may do so by completing this web form. Requests will be sent to supervisors for review and approval.

Running an IDEA Summary Report

After scores have been uploaded, and prior to your annual meeting with your supervisor at the end of the academic year, faculty will need to generate the "**IDEA Summary Report**".

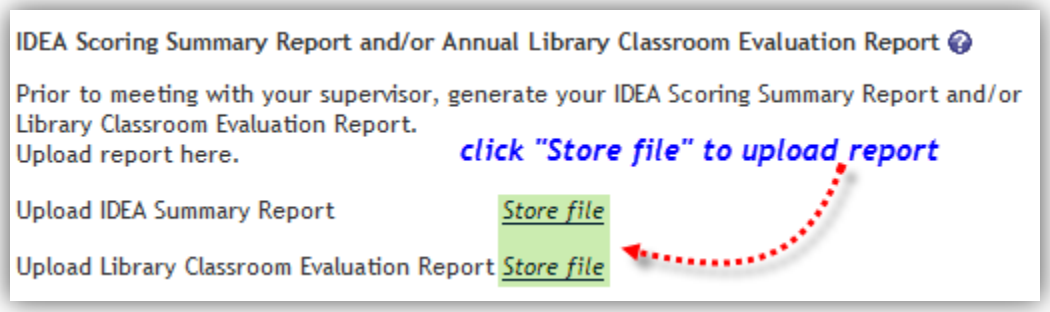
Click on the "**Run Custom Reports**" link in the navigation menu

1. Select from the drop down list the "FES 3: IDEA Summary Report". Then click the **SELECT REPORT** button.
2. Date range: Each custom report has a set date range that accumulates the data needed for an FES report. If you need to view more than one FES year, change only the year fields.
   The date range for the FES 3: IDEA Summary Report is Sept 1 to Aug 31
3. Select the format type: **Adobe PDF**
4. Select page size from dropdown
5. Click **BUILD REPORT** button and save the document to a location you can find on your computer



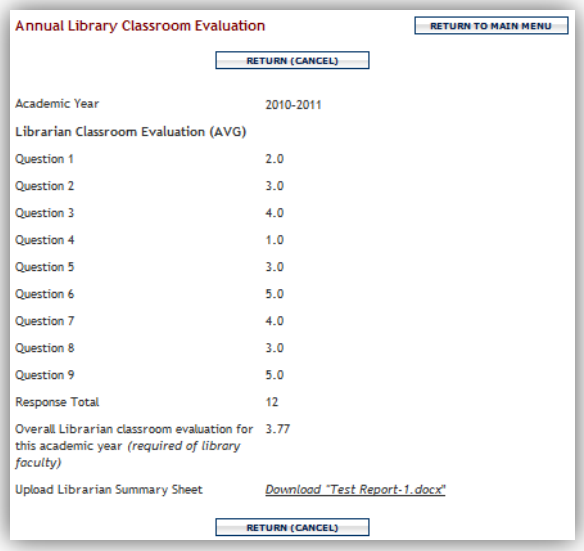
Uploading an IDEA Summary Report

Once the report is generated and saved, upload it on the link titled "**Annual Reports and Faculty Reflection on Goal Attainment and Performance**", found in the **Advancement Portfolio Data** section under **Manage Your Activities**. Click "**SAVE AND RETURN**" once you have uploaded the report.


IDEA Scoring Summary Report and/or Annual Library Classroom Evaluation Report
Prior to meeting with your supervisor, generate your IDEA Scoring Summary Report and/or Library Classroom Evaluation Report.
Upload report here.
click "Store file" to upload report
Upload IDEA Summary Report
Store file
Upload Library Classroom Evaluation Report
Store file

View Annual Library Classroom Evaluation

On or around May 31, the Office of Faculty Evaluation will upload the library faculty classroom data to the link titled "**Annual Library Classroom Evaluation**" for the classes that were evaluated. This data will need to be requested from the Office of Institutional Research and Assessment no later than May 1 and then submitted to the Office of Faculty Evaluation for input.



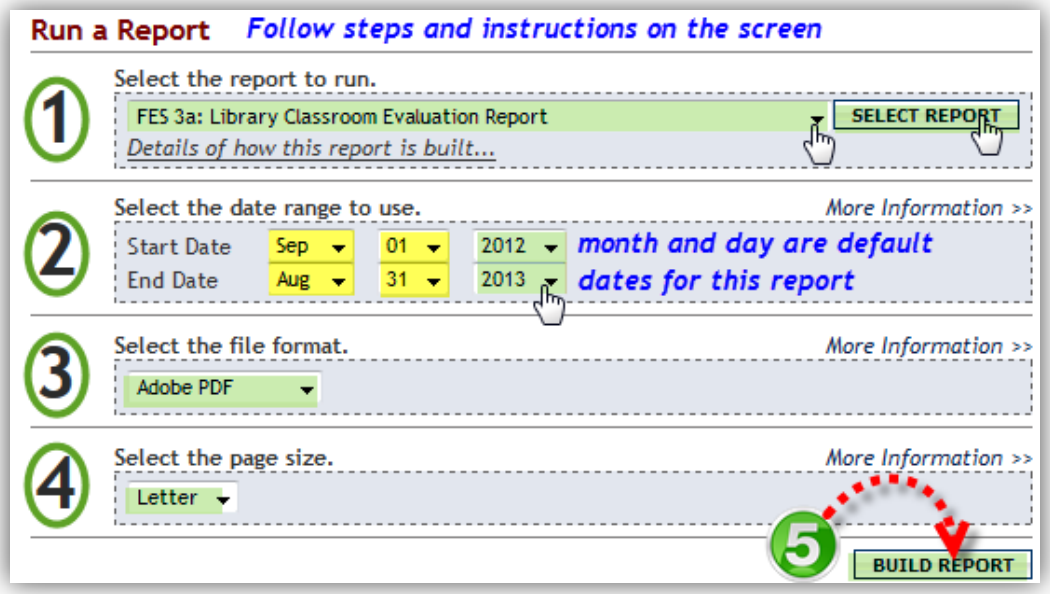
Running and Uploading a Library Classroom Evaluation Report

After scores have been uploaded and prior to your annual meeting with your supervisor at the end of the academic year, library faculty will need to generate the "**Library Classroom Evaluation Report**" and upload it to the link titled "**Annual Reports and Faculty Reflection on Goal Attainment and Performance**" screen, which can be found in the Advancement Portfolio section under Manage Your Activities.

Click on the "Run Custom Reports" link in the navigation menu

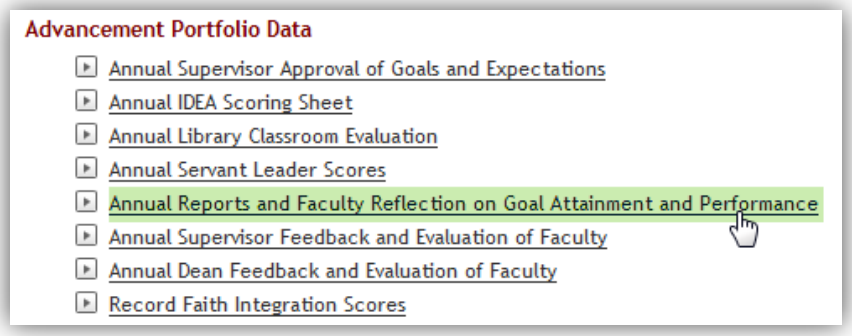
1. Select from the drop down list the "**FES 3a: Library Classroom Evaluation Report**". Then click the **SELECT REPORT** button.
2. Date range: Each custom report has a set date range that accumulates the data needed for an FES report. If you need to view more than one FES year, change only the year fields.
   The Date range for the FES 3a: Library Classroom Evaluation Report is Sept 1 to Aug 31
3. Select the format type: **Adobe PDF**
4. Select page size from dropdown
5. Click **BUILD REPORT** button

Save the document to a location you can find on your computer. Upload the report following the instructions found on page 40.



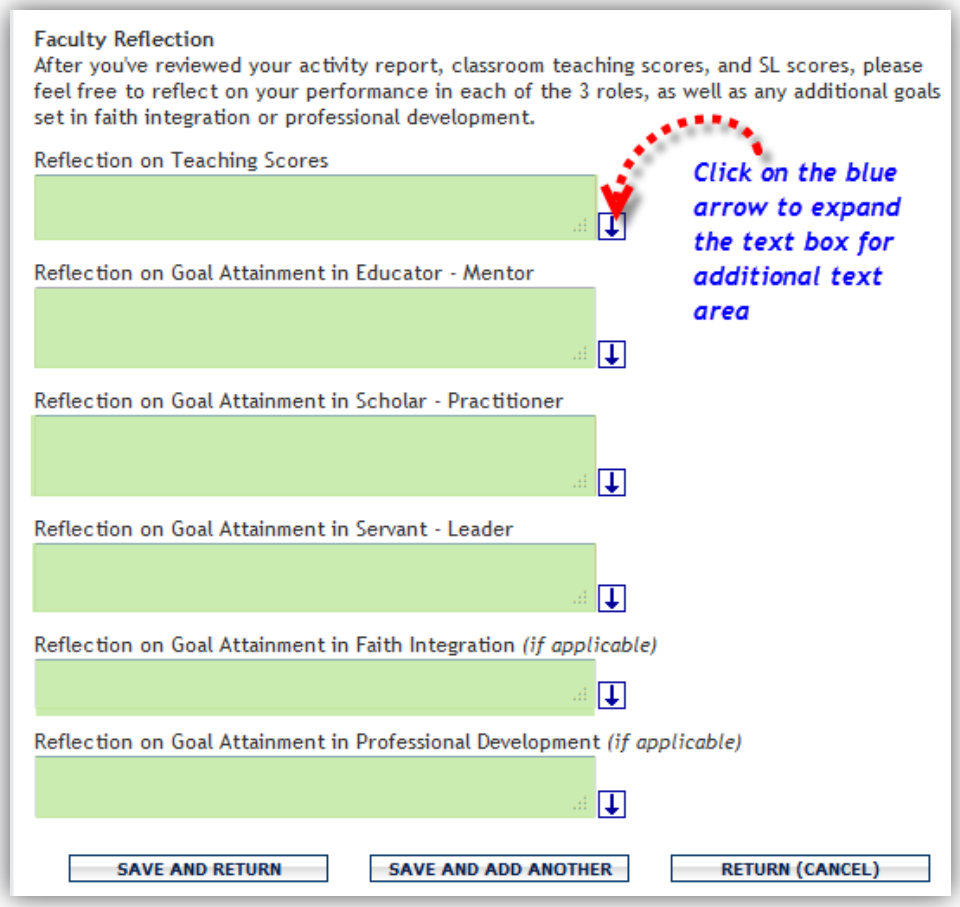
Faculty Reflection on Goal Attainment and Performance

Before meeting with your supervisor to review your performance from the past year, two custom reports need to be uploaded on this screen. These include the **Activity Report** and either the **IDEA Summary Report** and/or **Annual Library Classroom Evaluation Report** *(see pages 36-41).* Once these reports are uploaded and faculty have reviewed their data, faculty are encouraged to provide narrative reflection on their performance in the primary roles.


Advancement Portfolio Data
Annual Supervisor Approval of Goals and Expectations
Annual IDEA Scoring Sheet
Annual Library Classroom Evaluation
Annual Servant Leader Scores
Annual Reports and Faculty Reflection on Goal Attainment and Performance
Annual Supervisor Feedback and Evaluation of Faculty
Annual Dean Feedback and Evaluation of Faculty
Record Faith Integration Scores

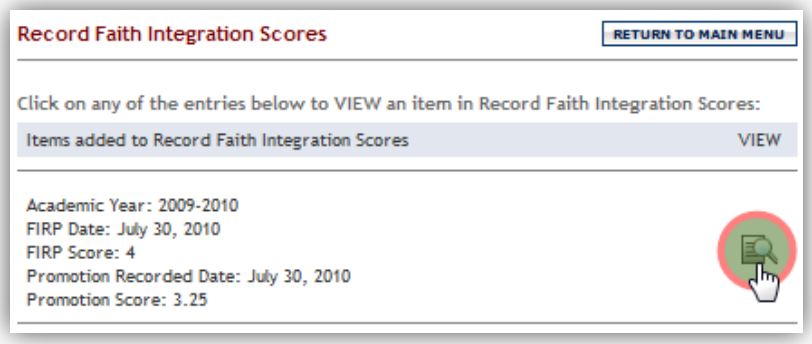
Entering Reflection Narrative

After you've reviewed your activity report, classroom teaching scores, and peer collegiality data, please feel free to reflect on your performance in each of the 3 roles, as well as your performance related to goals set in faith integration or professional development. When you have completed your comments, click **"SAVE AND RETURN"** on this screen.


Faculty Reflection
After you've reviewed your activity report, classroom teaching scores, and SL scores, please feel free to reflect on your performance in each of the 3 roles, as well as any additional goals set in faith integration or professional development.
Reflection on Teaching Scores
Click on the blue arrow to expand the text box for additional text area
Reflection on Goal Attainment in Educator - Mentor
Reflection on Goal Attainment in Scholar - Practitioner
Reflection on Goal Attainment in Servant - Leader
Reflection on Goal Attainment in Faith Integration (if applicable)
Reflection on Goal Attainment in Professional Development (if applicable)
SAVE AND RETURN
SAVE AND ADD ANOTHER
RETURN (CANCEL)

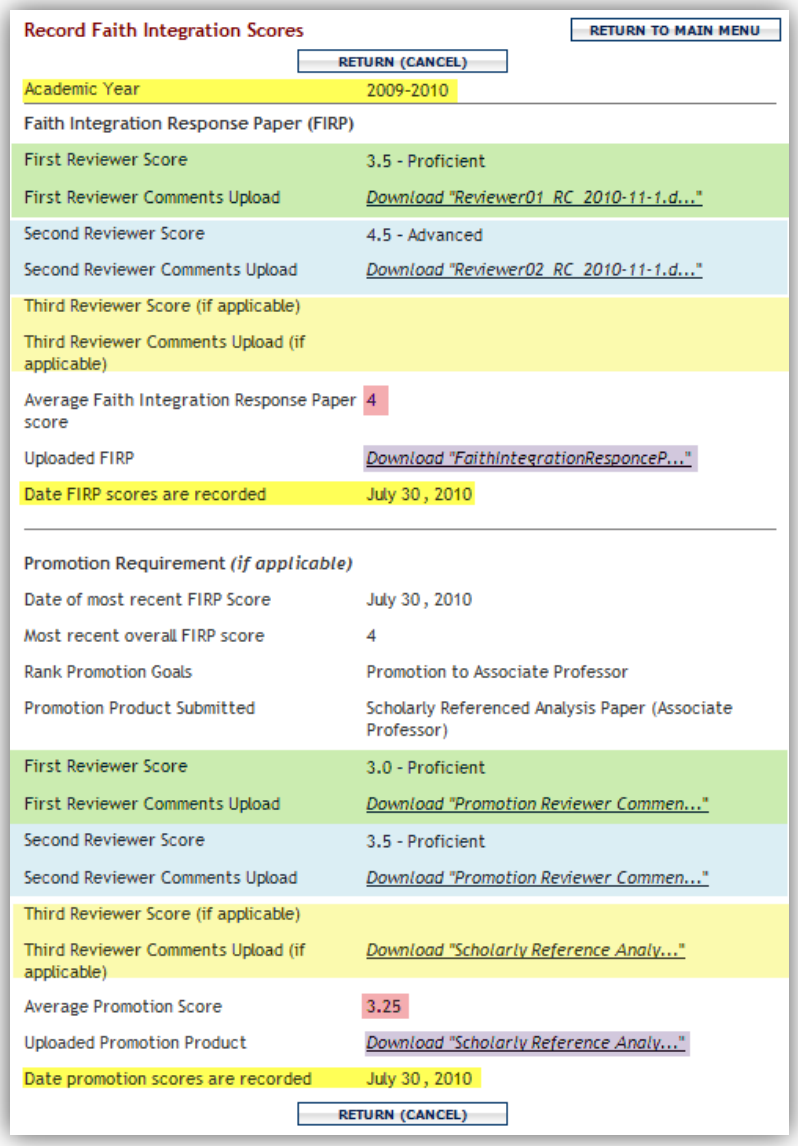
View Faith Integration Scores

In the final year of data collection, faith integration scores will be posted at the link titled "**Record Faith Integration Scores**". To view your scores, click on the **VIEW** icon or run a **Faith Integration Scores Report**. This report is optional.


Record Faith Integration Scores
RETURN TO MAIN MENU
Click on any of the entries below to VIEW an item in Record Faith Integration Scores:
Items added to Record Faith Integration Scores
VIEW
Academic Year: 2009-2010
FIRP Date: July 30, 2010
FIRP Score: 4
Promotion Recorded Date: July 30, 2010
Promotion Score: 3.25

After you have clicked on the VEIW icon, you will see your faith integration results, including a link to the reviewer comments.

To the left is an example of what the page may look like.


Record Faith Integration Scores
RETURN TO MAIN MENU
RETURN (CANCEL)
Academic Year 2009-2010
Faith Integration Response Paper (FIRP)
First Reviewer Score 3.5 - Proficient
First Reviewer Comments Upload Download "Reviewer01_RC_2010-11-1.d..."
Second Reviewer Score 4.5 - Advanced
Second Reviewer Comments Upload Download "Reviewer02_RC_2010-11-1.d..."
Third Reviewer Score (if applicable)
Third Reviewer Comments Upload (if applicable)
Average Faith Integration Response Paper score 4
Uploaded FIRP Download "FaithIntegrationResponceP..."
Date FIRP scores are recorded July 30, 2010
Promotion Requirement (if applicable)
Date of most recent FIRP Score July 30, 2010
Most recent overall FIRP score 4
Rank Promotion Goals Promotion to Associate Professor
Promotion Product Submitted Scholarly Referenced Analysis Paper (Associate Professor)
First Reviewer Score 3.0 - Proficient
First Reviewer Comments Upload Download "Promotion Reviewer Commen..."
Second Reviewer Score 3.5 - Proficient
Second Reviewer Comments Upload Download "Promotion Reviewer Commen..."
Third Reviewer Score (if applicable)
Third Reviewer Comments Upload (if applicable) Download "Scholarly Reference Analy..."
Average Promotion Score 3.25
Uploaded Promotion Product Download "Scholarly Reference Analy..."
Date promotion scores are recorded July 30, 2010
RETURN (CANCEL)

Included will be each reviewer's score, a link to his or her comments, and the average score across all reviewers .

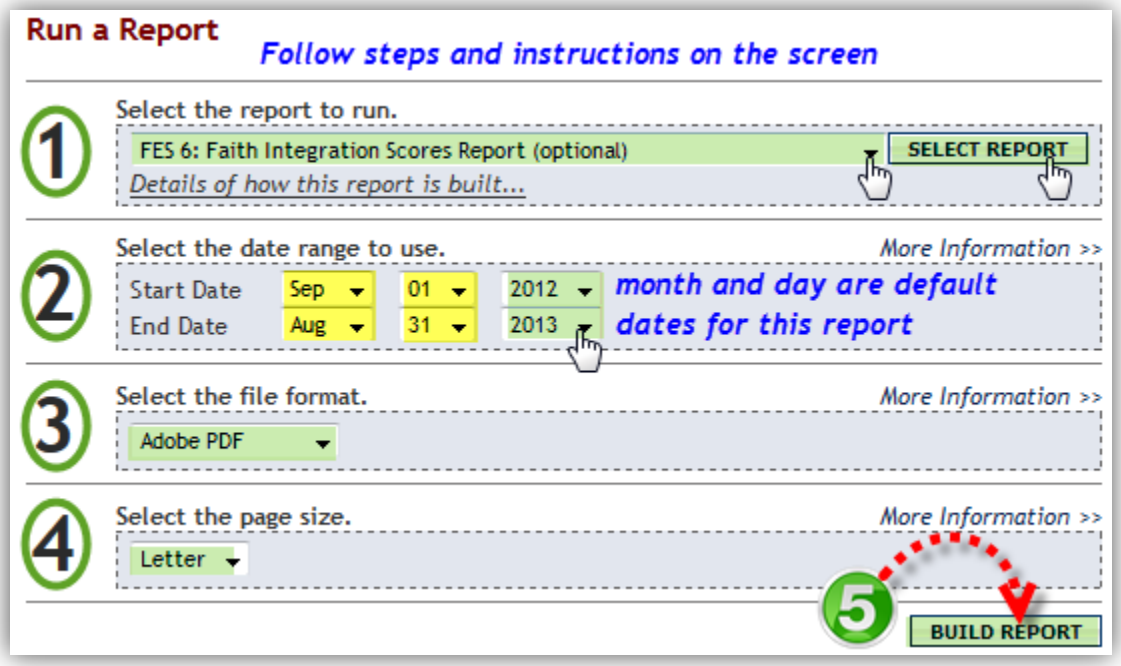
Additionally your final materials will be uploaded.

Running a Faith Integration Scores Report

The Faith Integration Scores Report is an optional report and not uploaded to a screen.

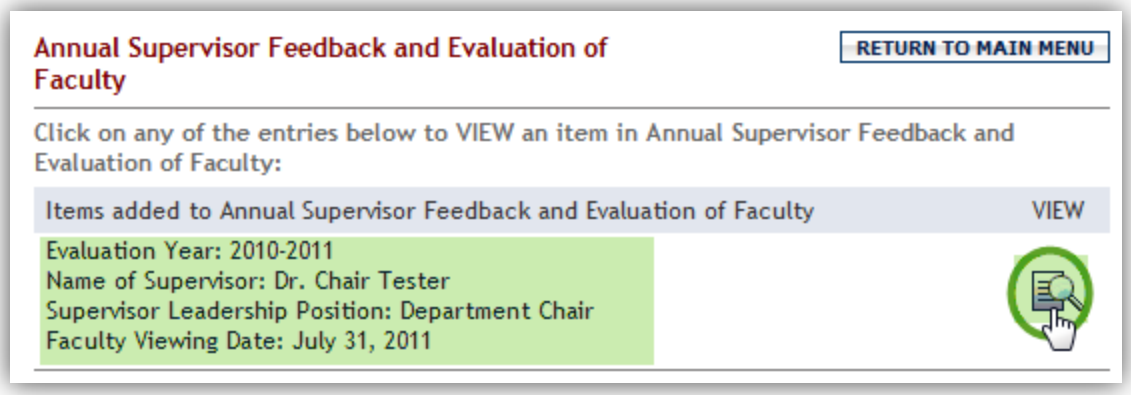
Click on the "Run Custom Reports" link in the navigation menu

1. Select from the drop down list the "**FES 6: Faith Integration Scores Report (optional)**". Then click the **SELECT REPORT** button.
2. Date range: Each custom report has a set date range that accumulates the data needed for an FES report. If you need to view more than one FES year, change only the year fields.
   The date range for the FES 6: Faith Integration Scores Report (optional) is Sept 1 to Aug 31
3. Select the format type: **Adobe PDF**
4. Select page size from dropdown
5. Click **BUILD REPORT** button and save.



Review Annual Supervisor Feedback and Evaluation of Faculty

The "**Annual Supervisor Feedback and Evaluation of Faculty**" page is completed by the faculty supervisor. Below is an example of the summary page. To see what has been entered, click on the **VIEW** icon.


Annual Supervisor Feedback and Evaluation of Faculty
RETURN TO MAIN MENU
Click on any of the entries below to VIEW an item in Annual Supervisor Feedback and Evaluation of Faculty:
Items added to Annual Supervisor Feedback and Evaluation of Faculty
VIEW
Evaluation Year: 2010-2011
Name of Supervisor: Dr. Chair Tester
Supervisor Leadership Position: Department Chair
Faculty Viewing Date: July 31, 2011

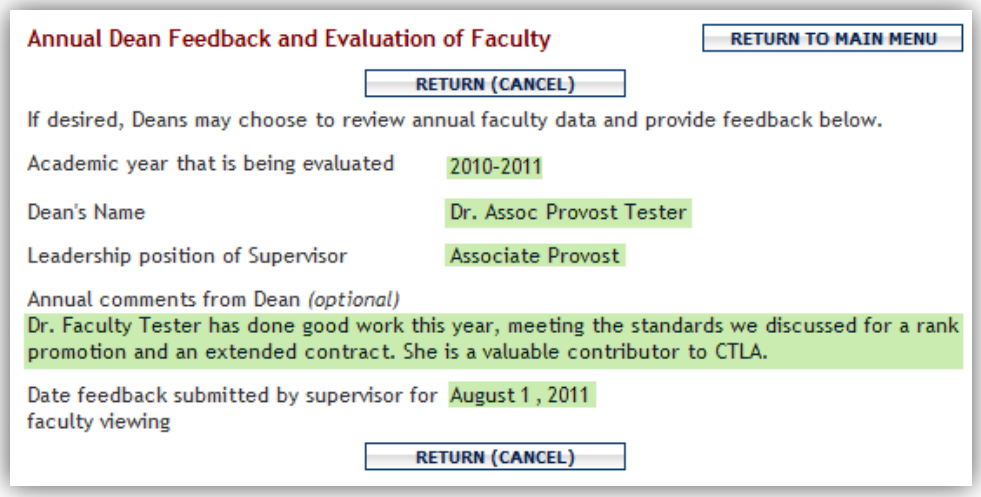
Annual Supervisor Feedback and Evaluation of Faculty
RETURN TO MAIN MENU
Annual Performance Review by Supervisor
Academic year that is being evaluated
2010-2011
Name of Supervisor giving review
Tester, Dept: DeptTesterAPU
Leadership position of Supervisor
Department Chair
Date of performance review meeting
May 30 , 2011
After reviewing the faculty member's Teaching Report, Activity Report, Servant Leader scores, and other related data, rate the faculty member's performance in each of the roles below.
Educator - Mentor Effectiveness
Meets Expectations
Scholar - Practitioner Effectiveness
Above Expectations
Servant - Leader Effectiveness
Significantly Above Expectations
Please provide detailed feedback about the faculty member's overall performance in all 3 roles. Include expectations for future performance.
Feedback related to performance in Educator - Mentor Role (required) *
Feedback comments ....
Feedback related to performance in Scholar - Practitioner Role (required) *
Feedback comments ....
Feedback related to performance in Servant - Leader Role (required) *
Feedback comments ....
Feedback related to performance in Faith Integration, Professional Development, or other forms of feedback (optional)
Feedback comments ....
Date feedback submitted by supervisor for faculty viewing (required) *
May 30 , 2011

After you have clicked the **VIEW** icon, you will see the ratings and comments provided by your primary supervisor.

The highlighted areas identified in the screen capture to the left are the fields that will be completed by your supervisor.

Annual Dean Feedback and Evaluation of Faculty

The "Annual Dean Feedback and Evaluation of Faculty" screen is similar to the "Annual Supervisor Feedback and Evaluation of Faculty" screen, except the comments will be entered by your Dean, should your Dean desire to do so.

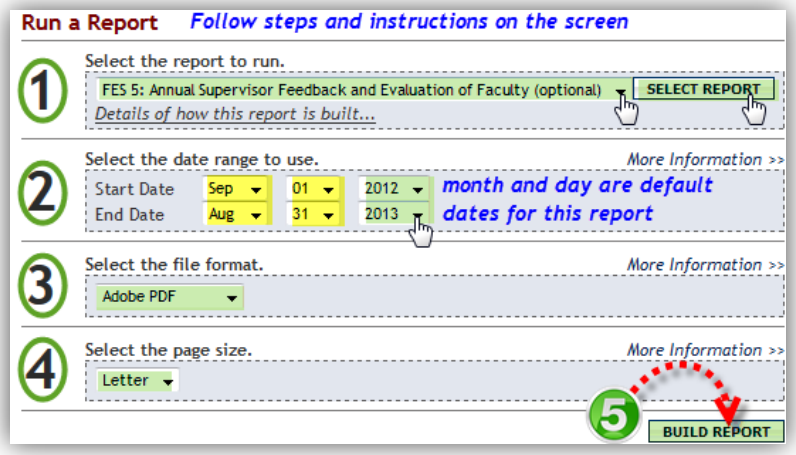

Annual Dean Feedback and Evaluation of Faculty
RETURN TO MAIN MENU
RETURN (CANCEL)
If desired, Deans may choose to review annual faculty data and provide feedback below.
Academic year that is being evaluated
2010-2011
Dean's Name
Dr. Assoc Provost Tester
Leadership position of Supervisor
Associate Provost
Annual comments from Dean (optional)
Dr. Faculty Tester has done good work this year, meeting the standards we discussed for a rank promotion and an extended contract. She is a valuable contributor to CTLA.
Date feedback submitted by supervisor for faculty viewing
August 1 , 2011
RETURN (CANCEL)

Running Annual Supervisor Feedback and Evaluation of Faculty Report

The **Annual Supervisor Feedback and Evaluation of Faculty Report** is an optional report and not uploaded to a screen. This feedback will display in the FES Scoring Summary Report along with all of the final data, but if faculty wish to see supervisor comments in a stand-alone document, they can do so with this report.

Click on the "Run Custom Reports" link in the navigation menu

1. Select from the drop down list the "**FES 5: Annual Supervisor Feedback and Evaluation of Faculty (optional)**". Then click the **SELECT REPORT** button.
2. Date range: Each custom report has a set date range that accumulates the data needed for an FES report. If you need to view more than one FES year, change only the year fields. *The date range for the* FES 5: Annual Supervisor Feedback and Evaluation of Faculty *Report (optional) is Sept 1 to Aug 31*
3. Select the format type: **Adobe PDF**
4. Select page size from dropdown
5. Click **BUILD REPORT** button and save

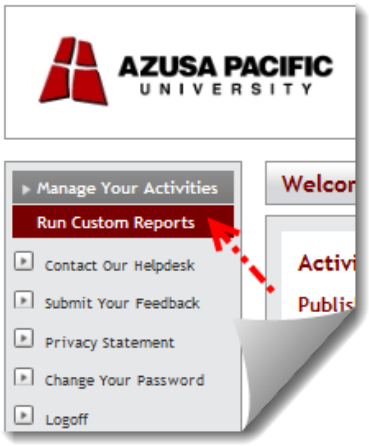


View Scoring Summary Report

The Scoring Summary Report is a report that includes a summary of all of the evaluation scores and ratings, sorted by academic year. Faculty or supervisors can run this report at any time, but it will be most valuable in the final year of data collection after faith integration scores have been generated.

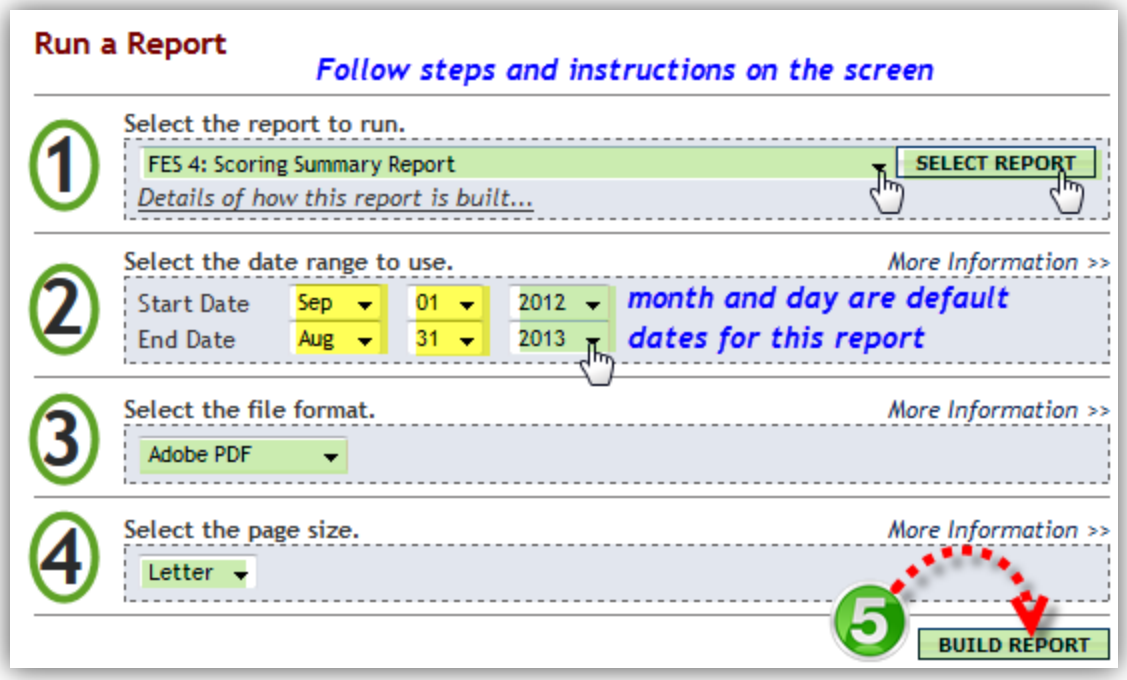
The Scoring Summary Report will be utilized by the supervisor, Dean and, when appropriate, the Term Tenure and Rank Promotion Committee to generate an extended contract and rank promotion recommendation.

Running a Scoring Summary Report



Click on the "**Run Custom Reports**" link in the navigation menu

1. Select from the drop down list the "**FES 4: Scoring Summary Report**". Then click the **SELECT REPORT** button.
2. Date range: Each custom report has a set date range that accumulates the data needed for an FES report. If you need to view more than one FES year, change only the year fields. *The date range for the FES 4: Scoring Summary Report is Sept 1 to Aug 31*
3. Select the format type: **Adobe PDF**
4. Select page size from dropdown
5. Click **BUILD REPORT** button and save.



A Summary of Faculty Evaluation System (FES) Reports in Activity Insight (AI)

Title of Report	Description of Report	Who Can Generate the Report	Date Report is Typically Drawn
Goals and Expectations Report	**Description:** This report, completed annually, documents all of the goals recorded by the faculty member. These goals include: • Extended Contract Goals • Promotion Goals • Educator-Mentor Goals • Scholar–Practitioner Goals • Servant–Leader Goals • Professional Development Goals • Faith Integration Goals **Use:** The report facilitates conversations with a supervisor about expected performance. Additional goals and expectations may be suggested by your Chair or Dean as part of the annual meeting. At the conclusion of the academic year, this report can serve as a reference point for the completion of faculty activity reports and faculty reflection on progress toward goal completion. **This report is uploaded to AI page:** "Annual Supervisor Approval of Goals and Expectations" **Default Date Range:** Sept. 1 – Aug. 31	All FES users	June 1 or later, prior to meeting with supervisor; New faculty will generate in September
Activity Report	**Description:** This report, completed annually, documents all of the activity recorded by the faculty member in Educator-Mentor, Scholar–Practitioner, Servant–Leader, Professional Development, and Faith Integration. **Use:** This report is used to document faculty performance and facilitates faculty reflection on their progress toward achieving goals. The report also assists supervisors in evaluating faculty progress toward achieving goals and meeting expectations. **This report is uploaded to AI page:** "Annual Reports and Faculty Reflection on Goal Attainment and Performance" **Default Date Range:** June 1 – May 31	All FES users	June 1 or later, prior to meeting with supervisor
IDEA Summary Report	**Description:** This report documents and averages IDEA scores for a given academic year. The report will calculate the annual average score for Progress on Relevant Objectives and the annual average score for Overall Excellence of the Teacher and will calculate the cumulative average score for all years queried. **Use:** This report is used to determine overall quality of teaching and to determine whether minimum University benchmarks have been met for a faculty member's stated advancement goal. **This report is uploaded to AI page:** "Annual Reports and Faculty Reflection on Goal Attainment and Performance" **Default Date Range:** Sept. 1 – Aug. 31	All FES users	June 1 or later, prior to meeting with supervisor

Title of Report	Description of Report	Who Can Generate the Report	Date Report is Typically Drawn
Library Classroom Evaluation Report	Description: This report records the Library evaluations received for each academic year. **Use:** This report is used to determine teaching effectiveness among library faulty. **This report is uploaded to AI page:** "Annual Reports and Faculty Reflection on Goal Attainment and Performance" **Default Date Range:** Sept. 1 – Aug. 31	All FES users	June 1 or later, prior to meeting with supervisor
Annual Supervisor Feedback and Evaluation of Faculty	**Description:** This optional report records the supervisor's effectiveness ratings for each of the three roles (Educator-Mentor, Scholar-Practitioner, Servant-Leader), as well as any narrative feedback given by the supervisor and the Dean about faculty performance. The information in this report also appears in the Scoring Summary Report (see below). **Use:** This report is used to capture supervisor feedback in a document. **This report is not currently uploaded into AI because information is captured in the Scoring Summary Report.** **Default Date Range:** Sept. 1 – Aug. 31	All FES users	As needed after Aug. 30
Scoring Summary Report	**Description:** This report captures all cumulative data for the faculty member. It summarizes, by academic year, all activities, scores, ratings, faculty reflection, and supervisor/Dean feedback for a requested time period. In a final year of data collection, this report will also capture faith integration scores. **Use:** Supervisors will review this report annually to ensure faculty are meeting expected requirements and, eventually, to ensure all requirements have been met prior to generating an extended contract and/or rank promotion recommendation. **This report is uploaded to AI page(s):** "Extended Contract Recommendation" and/or "Rank Promotion Recommendation" at the completion of a 3 of 5-year data collection cycle and prior to contract recommendation. This report is not typically uploaded on an annual basis. **Default Date Range:** Sept. 1 – Aug. 31	All FES users	June 1 in most years; Oct. 30 in the year prior to contract expiration, before contract recommendations are made
Faith Integration Scores Report	**Description:** This optional report displays the faith integrations scores and provides an embedded link to reviewer comments. **Use**: While not required, this report puts information related to a faculty member's faith integration proficiency into a document. **Default Date Range:** Sept. 1 – Aug. 31	All FES users	As needed after October 15

Title of Report	Description of Report	Who Can Generate the Report	Date Report is Typically Drawn
Extended Contract/ Rank Promotion Recommendation Reports ***(available Aug 2013)***	**Description**: These reports summarize extended contract and/or rank promotion recommendations made for an individual and can be grouped by department, school, or other academic unit. **Use:** This report is used by the administration to review contract recommendations for the issuance of contracts. **Default Date Range:** Sept. 1 – Aug. 31	Deans, OFE, Office of Provost	After February 1
Faculty List of Completed Goals and Expectations Reports	**Description:** This report provides a status update on the completed goals and expectations reports that should be uploaded for supervisor approval in a department or school. **Use:** This report assists FES supervisors in managing the approval of goals and expectation reports by identifying who has not completed a report to be approved. **Default Date Range:** Sept. 1 – Aug. 31	FES Supervisors or OFE	As needed
Faculty List of Completed Activity Reports and Reflections	**Description:** This report provides a status update on the completed activity reports and faculty reflection on performance that should be uploaded for supervisor review each year. **Use:** This report assists FES supervisors in managing the evaluation of faculty on an annual basis by identifying who has not completed an activity report. **Default Date Range:** Sept. 1 – Aug. 31	FES Supervisors or OFE	As needed after June 1

Need Assistance?

Contact the Office of Faculty Evaluation – facultyevaluation@apu.edu